Summer-Fall 2007

AL Guidelines

State Reporting

STI

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This document was last modified on July 18, 2007. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Overview

About this Document

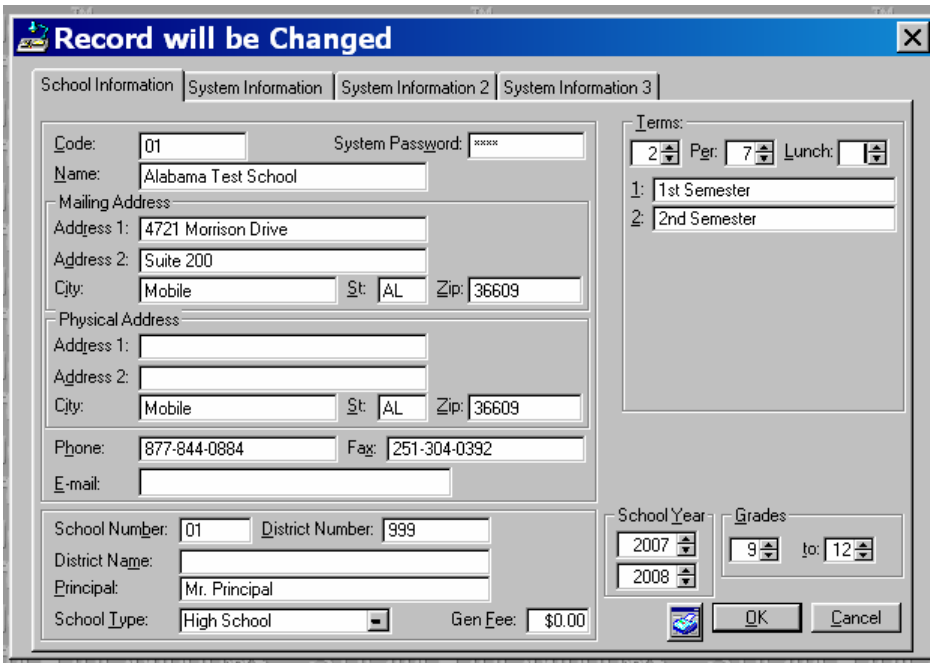
The purpose of this document is to help districts and schools in Alabama use STI products to collect and report data required by the state. Items in this document are subject to change as updates to the STI program become available. After installing an update to STIOffice or any other STI program, users should review the information contained in the update notes to view any changes caused by the update.

STIOffice

System Setup

System File/Information

To set up the core system information, select **Utilities | System Utilities | System File/Information**.



The fields described below will directly affect the way data is handled in Alabama schools. Some additional information may need to be completed, however; please see the *STIOffice User Manual* and the Quick Reference Guide entitled *STIOffice – Getting Starting* for further details. These documents are available on the Documentation page of the STI Support site at http://support.sti-k12.com/ (user name and password required).

The system file must be set up as follows:

School Information tab

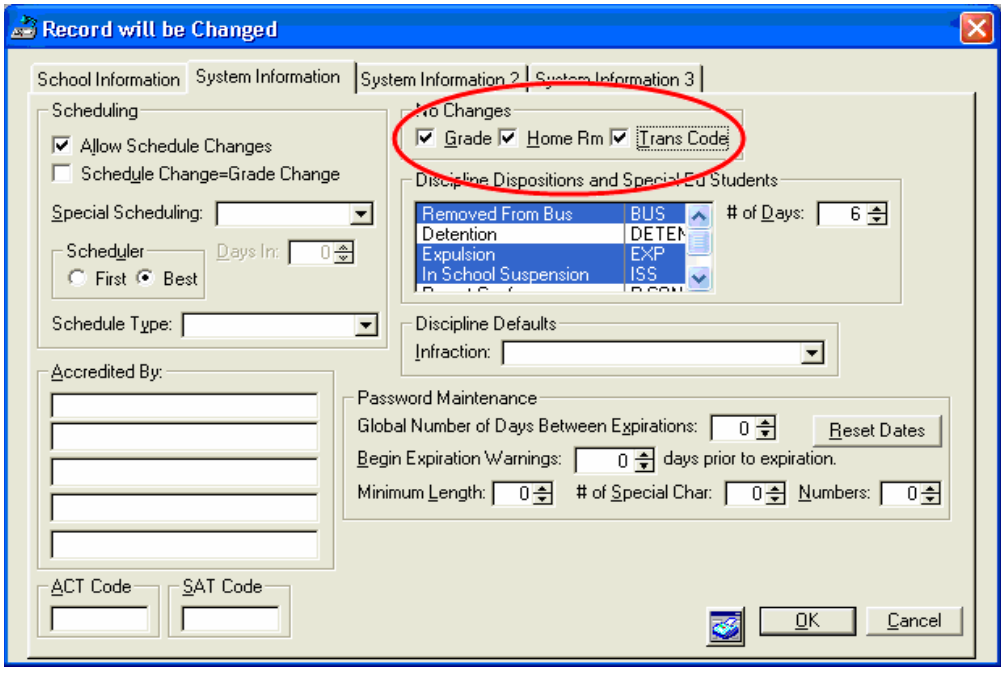
- **Code**: Enter the state-assigned number for the school here. This is required for the STIDistrict *district accumulator* to function correctly.
- **Name**: Enter the school's name in this field.
- **School Number**: Enter the school's state-assigned number.

- **District Number**: Enter the school's state-assigned number.
- **Term Information**: Enter the number of terms in the school year, along with a description of each term (*Semester 1*, *Semester 2*, etc.). A *term* is defined as the shortest amount of time a class lasts, or the shortest amount of time for which credit is awarded.
- **Periods**: Enter the number of class periods in a single school day. If periods vary according to grade level, enter the greatest number of periods here.
- **School Year**: This field will display the current school year. If this is incorrect, please contact STI for instructions on how to change this. Never manually change these years yourself, as this could cause other problems in STIOffice.
    - **Grades**: Enter the range of grade levels for your school. For example, the range for a *PK: 6th Grade* school could be set as *0: 6*. This would result in students in Kindergarten through Grade Six receiving entry dates and codes; *PK* students, designated for state purposes as grades *98*: *99*, would not be given entry dates and codes and would therefore be exempt from state attendance reporting.

System Information Tab

In this tab, the user may activate the data entry preventative feature, which will prevent users from making "forced changes" to student demographic records. To do this:

- Check the boxes beside *Grade*, *Home Rm* and *Trans Code* under the *No Changes* section.
- Click **OK** to save.



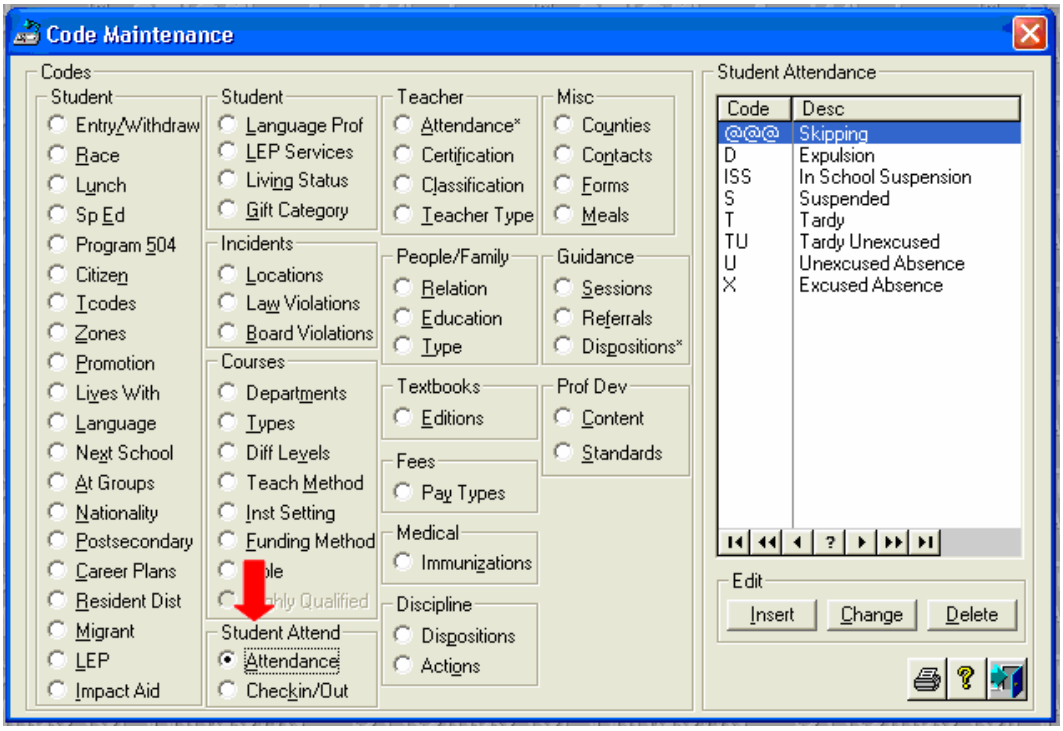
Note: Users logged in as @@@ (Administrator) will still have the ability to force data changes at the warning screen that issues the *Grade or home room changes should be made in Withdrawal/Entry* prompt. Click **OK** to force change.

Attendance Setup

Attendance Codes

To set up attendance codes, go to **Utilities | Code Maintenance | Most Codes**.

There are currently no state mandated codes required for attendance reporting.



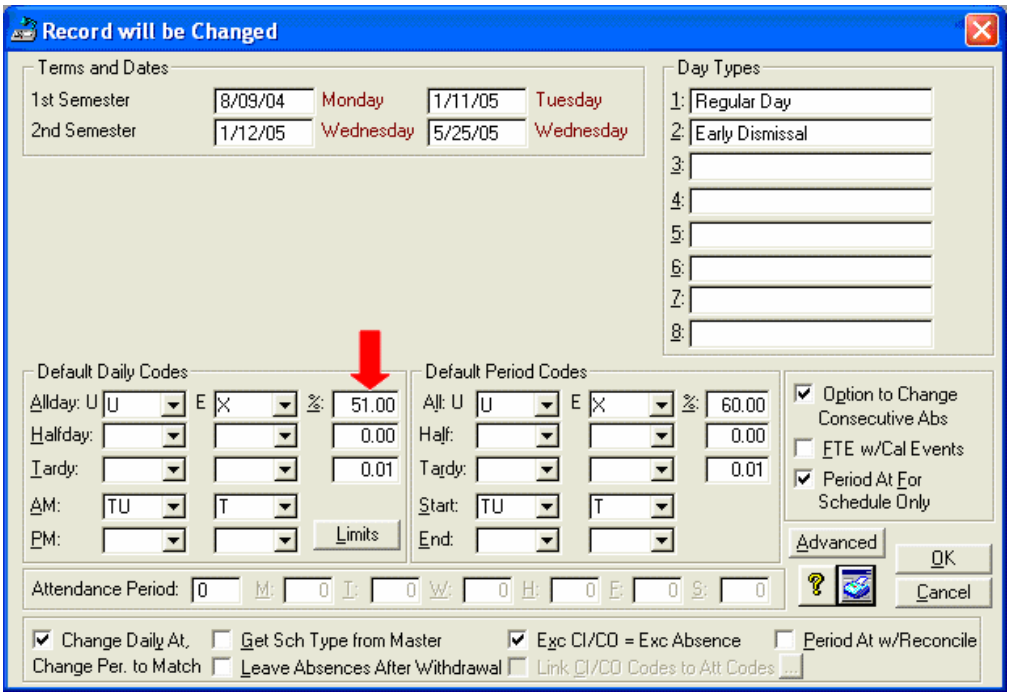
- At the bottom of the second column, bullet **Attendance** under *Student Attend*.
- Codes for Excused and Unexcused absences and tardies are entered here.
- You may **Insert**, **Change** or **Delete** attendance codes.
- In the **Check In/Out** bullet, codes used for checking students in or out of school are entered.

Note: Attendance codes and check in/out codes must have the correct *Class* defined (either *Excused* or *Unexcused*). If any of these codes are given the incorrect Class, students will likely have incorrect attendance records. To view a code's Class, highlight the code and click the **Change** button.

Attendance System File

Verify that the following dates have been entered correctly in the STIOffice *Attendance System File*. To view this file, select **Utilities | Attendance | System File**.

Alabama requirements state a student is marked absent for the day if miss more than 51% of the entire school day. The value entered in the *Allday Percentage* field MUST be 51.00%. There are no state standards for *Halfday, Tardy* or *Period* percentages.



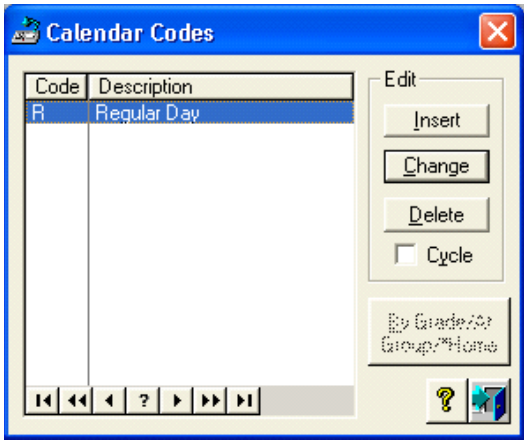
- **Terms and Dates**: Enter the beginning and ending dates for each term. The first day of school should be the *beginning* date for the first term, and the last day of school should be the *ending* date for the last term.
- **Day Types**: Listed here are any types of school days your school might incur during the year that are different from a regular school day. Day Types might include *Early Dismissal Day*, *Pep Rally Day*, etc. Your school will always have a *Regular Day*.
- **Default Daily Codes**: Assign the default *Excused* and *Unexcused* codes and then enter the percentage of time missed (this should be a numerical value; for example, enter *50* to indicate 50 percent) that will result in an absence if using **Check In/Out**.
- **Attendance Period**: Enter the attendance period during which teachers will post daily attendance from STIClassroom, if applicable.
- **Change Daily At, Change Period to Match**: Checking this box will notify the system to change period codes to match the daily codes whenever the latter are changed.

- **Change Consecutive Abs**: Check this box to allow users the option to change consecutive absences when modifying individual students' records for consecutive absences.
- **Excused CI/CO=Excused Absence**: Check this box to automatically make Default Daily Absence codes equivalent to Excused Checkin or Checkout codes.
- **Period At for Schedule Only**: Select this option to assign period attendance only for students who have scheduled classes in the selected period.

Calendar Setup

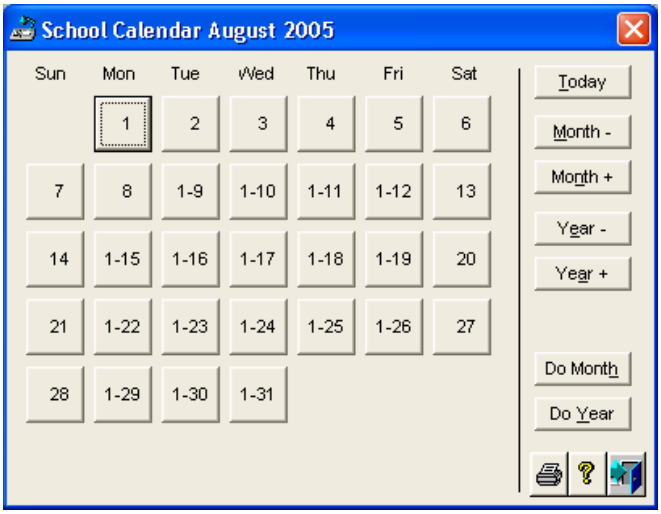
Calendar Codes

- Before setting up the school calendar, you must first have Calendar Codes entered. To do this, go to **Utilities | Code Maintenance | Calendar Codes**.



Attendance Calendar

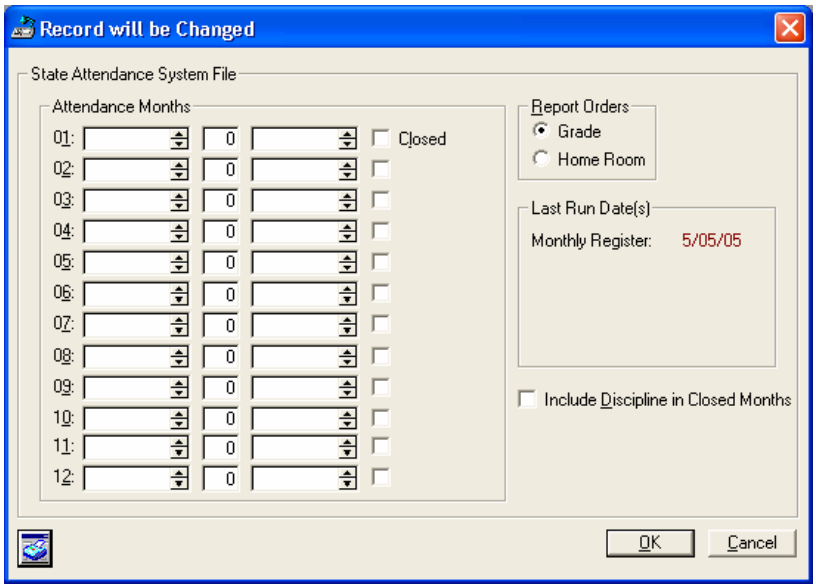
To access the calendar, select **Utilities | Attendance | Calendar**.



- The *Attendance Calendar* should be set with attendance days only. Non-attendance days, such as holidays, teacher work days or weather days, should be deleted from calendar.
- Asterisks (*) should never appear in the calendar.
- When assigning a Calendar Code to a day in the calendar, the *Occasion* field is the day of the week for a Regular Attendance Day. Only enter days into the calendar on which students ATTEND school.

Attendance State System File

To access the *Attendance State System File*, select **Utilities | Attendance | State System File**.



The State System File shows the 20-day school attendance reporting calendar month breakdown.

- **First Column**: Enter the beginning date of each attendance month.
- **Second Column**: Enter the number of school days in each month. The total number of days in each month must be 20 in Alabama, except for the last month, which will include the number of days remaining in the state-approved calendar.
- **Third Column**: The last day of each attendance month appears here. After entering the starting date and number of days in an attendance month, press the *Tab* key and the ending date field will automatically be populated.

Note: If an incorrect date displays, this indicates an error in the calendar.

- **Fourth Column**: After the Monthly Attendance Register report has been run for a particular month, check the box in the *Closed* column next to that month. This will prevent users from changing any attendance records for that month.

- **Report Orders**: Indicate the order in which Monthly Attendance Register reports are to print (by *Grade* or *Home Room*). Once the first month's attendance has been run, the *Report Orders* setting cannot be changed.
- **Last Run Date(s)**: This field shows the last date(s) on which the Monthly Attendance Register report was run.
- **Include Discipline in Closed Months**: Check this box to restrict users from entering/modifying discipline information for months that have already been closed.

Important Note: The date ranges entered in this screen will determine the dates used by STIDistrict for monthly reporting. These date ranges are also used in STIOffice for the monthly *Teacher's Report* as well as the *Principal's Report*. There are many fields and therefore many dates to be entered here, and it is important that users pay close attention when entering each attendance month's date range.

Discipline Data (for SIR Reporting)

Any discipline record that results in a SIR disposition will be reported to the state. These records will automatically create a corresponding *Incident* record in STIOffice. Before you enter any incidents, verify that the setup information below is correctly set up in the system.

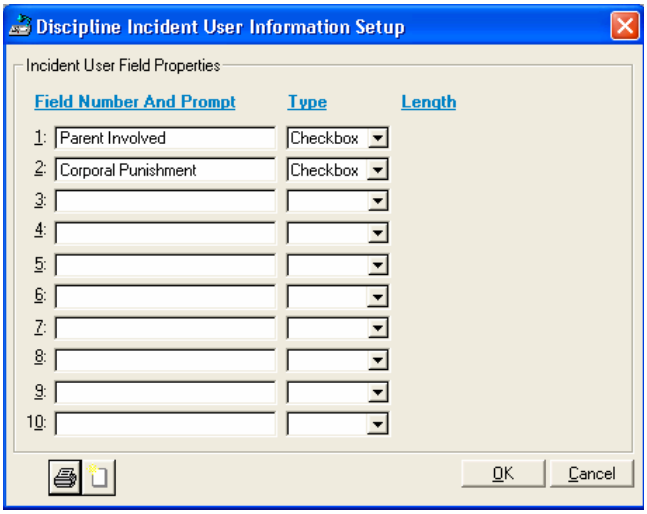
Incident Locations

In STIOffice, select **Utilities | Code Maintenance | Most Codes**. Then click *Locations* under *Incidents*. The following items should be displayed here:

- **OFF**: Off Campus
- **ON**: On Campus
- **TRANS**: In Transport

Incident User Defined Fields

In STIOffice, select **Utilities | Discipline | Incident User Field Definition**. The following items should be displayed here:

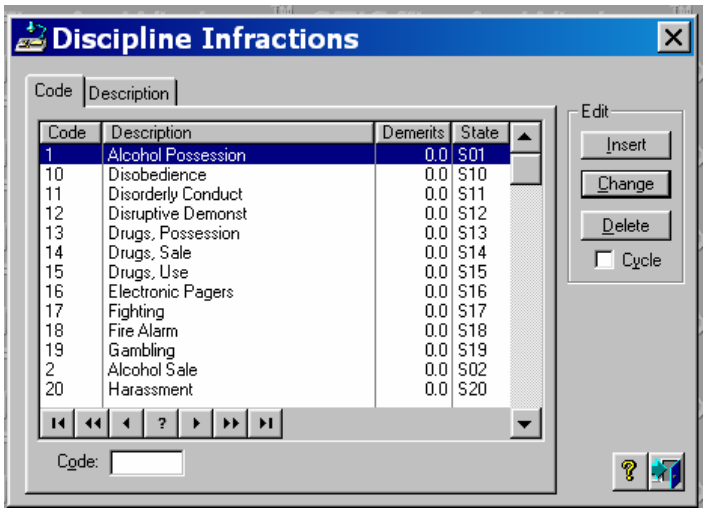


- **Field 1**: Parent Involved; Type: Checkbox.
- **Field 2**: Corporal Punishment; Type: Checkbox.

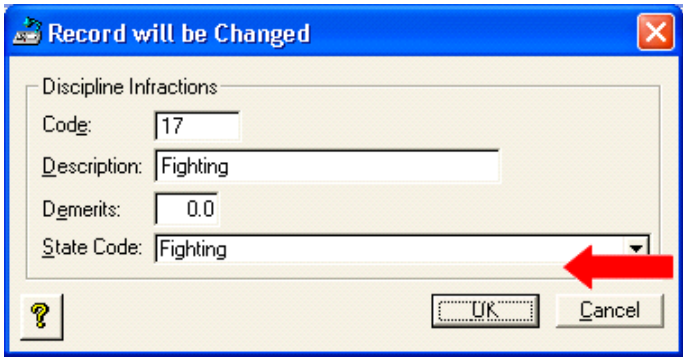
Discipline Infractions

In STIOffice, select **Utilities | Code Maintenance | Discipline Infractions**. A school may use its own *Infraction Codes*, but each Infraction Code must have a valid *State Code* (selected from a list) attached to it. Users will be unable to record discipline until ALL infractions have been linked to state codes.

IMPORTANT NOTE: For Discipline SIR Reporting, if you are going to use any Discipline Infraction that is linked to state codes of *S1-S58*, you must use a valid SIR Disposition of *SIR1- SIR12*. If you use an Infraction code and do not use a SIR Disposition, the Infraction code must be linked to *S99* (*For local use only – not reported to the State*).



- To attach a State Code to your Discipline Infractions, highlight an Infraction in the list and click **Change**.
- Click the drop-down list in the *State Code* field and choose the Valid State Code to attach to that Discipline Infraction.



Discipline Dispositions

In STIOffice, select **Utilities | Code Maintenance | Most Codes**. Then click **Dispositions** under *Discipline* (1st choice in 4th column). Additionally, the user should double-click each of these SIR dispositions and make sure *Yes* is selected under *Create Incident*.

The following codes must be listed:

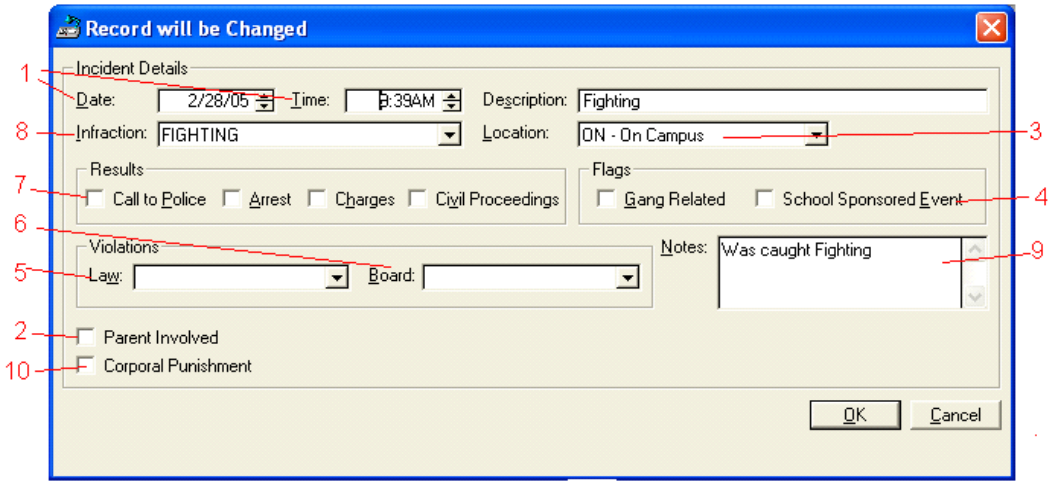
- **SIR1**: Out of School Suspension
- **SIR2**: Alternative Placement
- **SIR3**: Expelled
- **SIR4**: Expelled, Services Provided
- **SIR5**: Removed by Hearing Officer to Out-of-School Suspension
- **SIR6**: Alternative Setting (Spec Ed only)
- **SIR7**: Corporal Punishment
- **SIR8**: Permanent Expulsion
- **SIR9**: Removed by Hearing Officer to Alt. School
- **SIR10**: Removed by Hearing Office to Alt. Setting-Spec Ed
- **SIR11**: In-School Suspension (Full day increments ONLY)
- **SIR12**: Suspended - Pending

Incidents

When a discipline infraction is entered for an *incident-level* disposition, the incident will be created automatically.

If the disposition is NOT *SIR7* and corporal punishment is involved, the *Corporal Punishment* box should be checked on the *Incident* screen. If the disposition is SIR7, it is not necessary to check the *Corporal Punishment* box on the *Incident* screen.

Incidents may also be entered by selecting **Discipline Incidents** under the **Daily** menu. Relevant fields on the *Incident* screen include:



1. Incident Date and Time
2. Parent Involved
3. Location (must be one of the three *Incident Locations* described above; this is a **REQUIRED FIELD**).
4. School Sponsored Event
5. Law Violation
6. Board Violation
7. Call to Police
8. Infraction
9. Notes
10. Corporal Punishment

After the incident record has been created, select it in the *Discipline Incidents* menu and click the **Participants** button. Then do the following:

- Click **Insert** and enter any *Participants*, *Witnesses* and/or *Victims* in the Incident, designating each participant as *Student*, *Teacher/Staff* or *Other*. When either *Student* or *Teacher/Staff* is selected, click the **Ellipsis** button to insert the individual(s).
- *Witnesses* should consist of non-teachers reporting the incident.
- Next, click the **Students** button in the *Discipline Incidents* menu (again, you should make sure the newly-created incident record remains selected before clicking the button) and do the following:
  - Click **Insert** and enter student perpetrators of the incident. This will create a normal discipline infraction that may also be viewed by clicking the **Discipline** button in either the *Student Desktop* or *Add/Edit Student Information* menus.
  - The appropriate *Dispositions* listed above will need to be entered here for affected students. The *Starting / Ending Disposition Dates* will be used to determine the length of suspensions, placements or expulsions.

Standardized Codes

The codes listed below are used when collecting data in STIOffice. To view, create or edit a code, select **Utilities | Code Maintenance | Most Codes**. Then click the code type in the list and use the **Insert**, **Change** or **Delete** buttons to add, modify or remove codes (where applicable).

Race Codes

Code	Description
A	Asian
B	Black
H	Hispanic
I	Indian
W	White
N	No Response

Lunch Codes

Lunch Codes are pre-loaded into STIOffice. Lunch Codes cannot be modified. Only state-defined Lunch Codes may be used.

Code	Description
1	Free
2	Reduced
3	Paid

Note: A student's Lunch Code status is reported to the state in the 40 Day ADM report as whatever the student's code is on the 40th day of attendance. Be sure to enter the student's codes on or before the 40th day.

LEP Codes

LEP Codes now come preloaded with STIOffice. LEP Codes may not be modified. Only state-defined LEP Codes may be used. Any codes used prior to version 10.0 were deleted.

Code	LEP Description
1	LEP1 - First academic year in US school
2	LEP2 - 2nd academic year or more in US school
3	FLEP1 – Exited the LEP program and is in 1st year of monitoring
4	FLEP2 - Exited the LEP program and is in 2nd year of monitoring
5	FLEP – Students have successfully completed 2 years of monitoring and are no longer LEP
6	LEP – Waived Title III services

Entry/Withdrawal Codes

Note: All state-defined codes now come pre-loaded and cannot be modified. All previous codes have been deleted.

The following table is the complete list of the valid Entry/Withdrawal Codes provided by ALSDE:

Code	Description	Code Type
E	Entry	Entry
R	Re-Entry	Entry
D01	Did not pass High School Graduation Exam prior to October in fall following completion of program of study	Dropout Withdrawal
D02	Academic difficulties	Dropout Withdrawal
D03	Marriage	Dropout Withdrawal
D04	Pregnancy	Dropout Withdrawal
D05	Employment	Dropout Withdrawal
D06	Physical Illness	Dropout Withdrawal
D07	Language Difficulty	Dropout Withdrawal
D08	Dislike of school experience	Dropout Withdrawal
D09	Needed at Home	Dropout Withdrawal
D10	Parental influence	Dropout Withdrawal
D11	Student Staff Relations	Dropout Withdrawal
D12	Relationship with fellow students	Dropout Withdrawal
D13	Entered Military Service	Dropout Withdrawal
D14	Behavior Problem	Dropout Withdrawal
D15	Other Known Reason	Dropout Withdrawal
D16	Reason Unknown	Dropout Withdrawal
WA1	Transfer within System (Public School)	Other Withdrawal
WA2	Transfer within System (Private School)	Other Withdrawal
WA3	Transfer within System (Church School)	Other Withdrawal
WA4	Change Grade Level	Other Withdrawal
WA5	Changing Home Room	Other Withdrawal
WB1	Transfer within State (Public School)	Other Withdrawal
WB2	Transfer within State (Private School)	Other Withdrawal
WB3	Transfer within State (Church School)	Other Withdrawal
WC1	Transfer Out of State	Other Withdrawal
WD2	Deceased	Other Withdrawal

Code	Description	Code Type
WD3	Disciplinary Action	Other Withdrawal
WD6	Expelled Student (Non-Permanent)	Other Withdrawal
WG1	Mid Year Graduate	Other Withdrawal

- Definition of a Dropout: A ***dropout*** is a student who was enrolled in the school some time during the previous year (July 1 – June 30) and was not enrolled by October 1 of the current school year and has not graduated from high school or completed the state-approved graduation requirements for a diploma, and does not meet any of the following exclusionary conditions:
  - Transfer to another public school system, private school, private tutor, church school, or state-approved educational program (as defined by the Adult Education Agency). See Code of Alabama 16-28-1 for clarification.
  - Temporary absence due to suspension or school-excused illness.
  - Left the United States.
  - Death.
- Detailed guidelines for coding dropouts can be located on the SDE Web site at the following address: http://www.alsde.edu/datacol/dropout.asp

SIR Dispositions

For Discipline SIR Reporting, if, you are going to use any Discipline Infraction that is linked to state codes of *S1-58*, you must use a valid SIR Disposition of *SIR1-SIR12*. If you wish to use any Infraction code and do not use a SIR Disposition, that Infraction code must be linked to *S99* (*For local use only, not reported to the state*).

Code	Description
SIR1	Out of School Suspension
SIR2	Alternative Placement
SIR3	Expelled
SIR4	Expelled, Services Provided
SIR5	Removed by Hearing Officer to Out of School Suspension
SIR6	Alternative Setting (Spec Ed only)
SIR7	Corporal Punishment
SIR8	Permanent Expulsion
SIR9	Removed by Hearing Officer to Alt. School
SIR10	Removed by Hearing Office to Alt. Setting-Spec Ed
SIR11	In-School suspension
SIR12	Suspended - Pending

Special Education Codes

Special Education data will be maintained exclusively by use of STISETSWeb. Special Education Codes are preinstalled. Special Ed Codes may not be modified. Only state-defined Special Ed codes may be used.

Code	LRE Code Descriptions- To be used for children 6 - 21 Years of Age ONLY
01	100%-80% of the day inside the general education environment.
03	79% - 40% of the day inside the general education environment
04	Less than 40% of the day inside the general education environment
05	Private School (Parent Placed) MUST also enter secondary LRE code
06	Separate School –Public Day School greater than 50% of the day
07	Separate School – Private Day School greater than 50% of the day
08	Homebound
09	Hospital
10	Public Residential School greater than 50% of the day
11	Private Residential School greater than 50% of the day
40	Short Term Detention (Community or Residential) or Correctional Facilities
Code	LRE Code Descriptions- To be used for children 3 – 5 Years of Age ONLY
12	At least 80% of time inside Regular Early Childhood Program or Kindergarten
13	At least 40% of time inside Regular Early Childhood Program or Kindergarten
14	Home: Not attending a Special Education Program or Regular Early Childhood Program or Kindergarten
15	40% - 79% of time inside Regular Early Childhood Program or Kindergarten
16	Residential Facility: Attending a Special Ed. Program – Not attending Regular Early Childhood Program or Kindergarten
17	Separate School: Attending a Special Ed. Program – Not attending Regular Early Childhood Program or Kindergarten
18	Separate Class: Attending a Special Ed. Program – Not attending Regular Early Childhood Program or Kindergarten
19	Service Provider Location: Not attending a Special Ed. Program, Regular Early Childhood Program or Kindergarten

Code	Exceptionality Code Descriptions
AUT	Autism
DD	Developmentally Delayed
ED	Emotional Disturbance
GT	Gifted
HI	Hearing Impairment
MD	Multiple Disabilities
MR	Mentally Retarded
OHI	Other Health Impairment
OI	Orthopedic Impairment
SLD	Spec Learning Disability

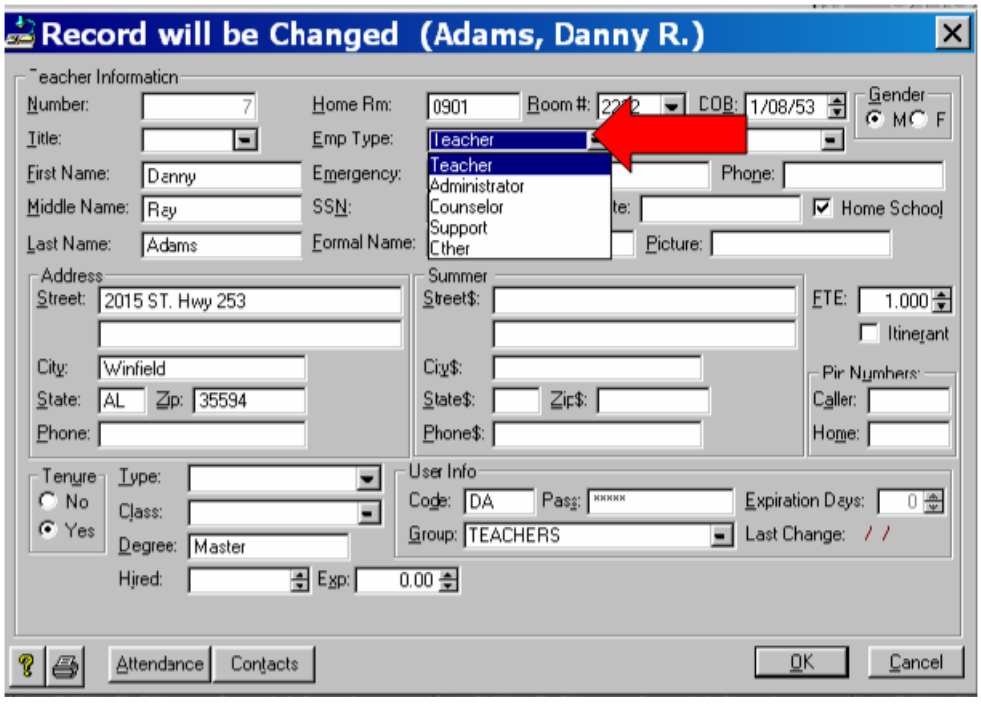
Code	Exceptionality Code Descriptions
SLI	Speech or Language Impaired
VI	Visual Impairment
TBI	Traumatic Brain Injury
@A	Active in Special Education

STIOffice Data Entry for LEAPS Reporting

Teacher Demographic Data

The following data must be entered for each teacher who is to be included in state reporting. This data is required if the district intends to produce the *LEAPS* export file using STIDistrict.

- **First, Last Name**: Enter the teacher's first and last names in the appropriate fields. The middle name is optional.
- **Social Security Number**: Enter the teacher's Social Security Number here.
- **Employee Type**: Any employee who has an employee type of *Teacher* must be attached to at least one section of the master schedule, either directly or as an **Additional Teacher**.



Reporting Vacancies

Teacher vacancies should also be reported to the state via the LEAPS file. To create a demographic record for a teacher vacancy at the school, enter the following information:

- **First, Last Name**: Enter *Staff1* as the first name, and *Staff* as the last name. If there are multiple vacancies at a school, enter *Staff2* for the second vacancy, *Staff3* for the third, etc.
- **Social Security Number**: A unique number must be assigned to each vacant position within the district. Someone at the district level should maintain the list of available numbers, and those already assigned. The list of numbers to be used may be generated using the following formula:
  - **First digit** will be a 9.
  - **Second and Third digits** will be the last two digits of the school year. For example, during the 2007-2008 school year, the second and third digits will be 08.
  - **Fourth through Sixth digits** will be the three digit system code (District Number).
  - **Seventh through Ninth digits** will be incremental numbers starting at 000.
  - **Example**: The first teacher vacancy number assigned for District Number *123* would be *908123001*.

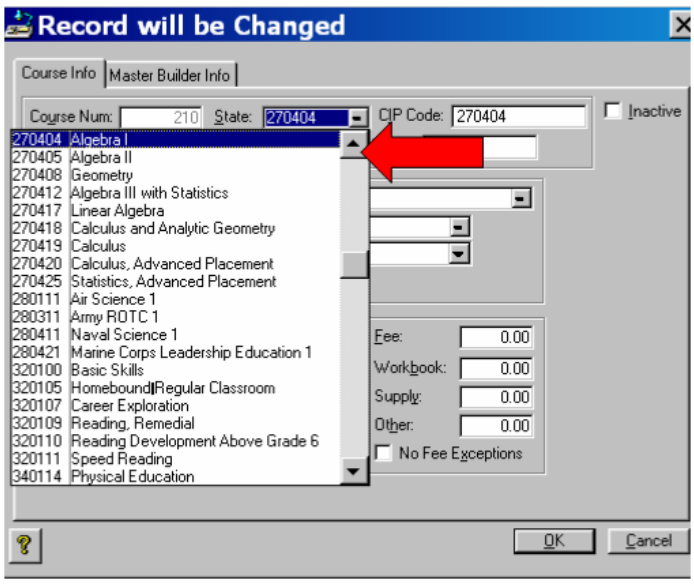
Course Data Entry/Edit

Data Entry in Valid Courses

- Select **Courses | Valid Courses**.

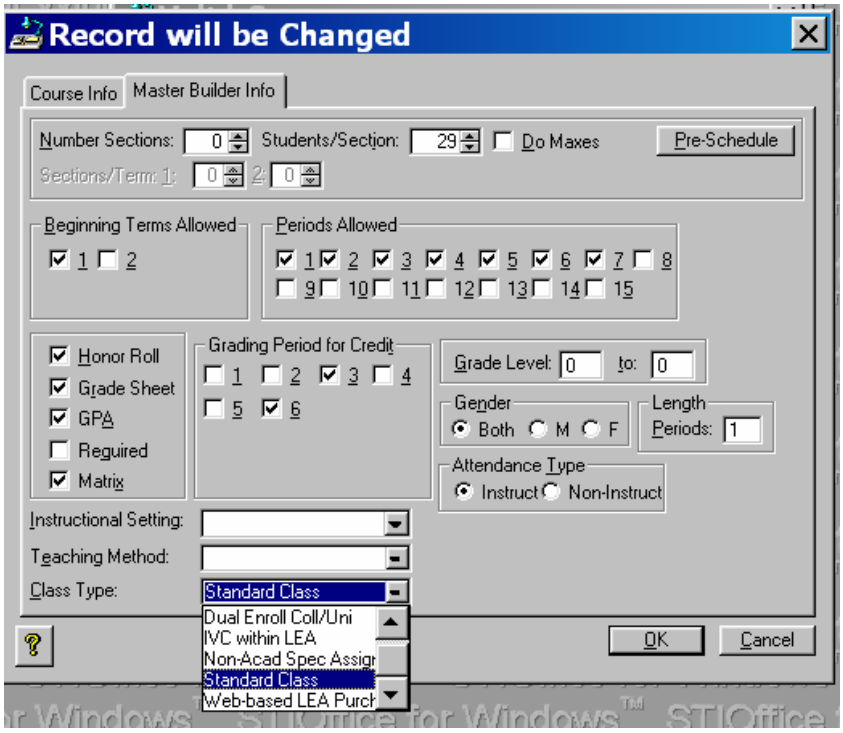
  Course Info Tab

  - All active courses listed in the Valid Course File must be given a *State* Course Number. State Course Numbers are preinstalled and are now selected via a drop-list.
  - **Course Num**: This does not have to be the state issued course number.
  - **State**: Select the appropriate state-issued course number.
  - **Course Name**: Give each course a name, using the state-supplied list as a guide.



Master Builder Info Tab

- The *Funding Method* field (in the Master Builder Info tab) has been removed. A new *Class Type* drop-list has replaced this field. The *Class Type* field is provided primarily for the purpose of designating a class as Dual Enrollment or Distance Learning.
- Valid Class Types are preloaded under **Most Codes** and cannot be changed or deleted.
- The 10.0 update will set the value of Class Type to *Standard Class* for all existing active courses.



Data Entry in the Master Schedule

OPTION 1: The first option is to manually enter the State Number into Master Schedule records. This option is best if you have only a few sections in the Master Schedule that must be updated to include the State Course Number. To use this method:

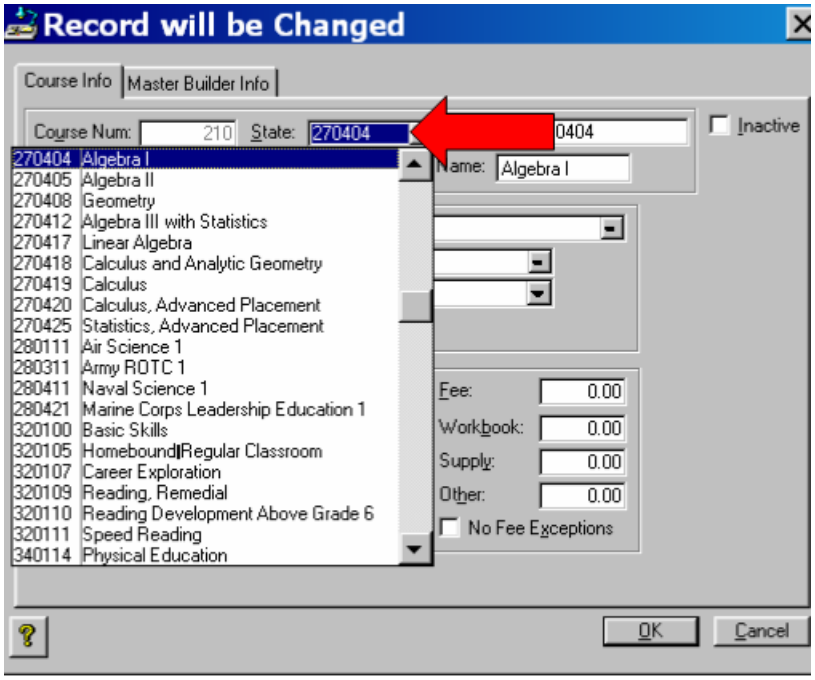
- Go to **Courses | Master Schedule**.
- Select the State Course Number from the drop-list in the *State* field.
- Click **OK** to save.

OPTION 2: If there are many sections of one course that need to be populated with the same State Course Number, the user may wish to copy the Valid Course *State* field to the Master Schedule *State* field. For this procedure to work, the *State* field must be properly filled out for the course in the Valid Course record.

IMPORTANT NOTE: This process will mass-update records in STIOffice. All users must exit any instances of STIOffice and STIClassroom before this procedure is done. Also, it is recommended that the user make a good backup of the STIOffice data before proceeding.

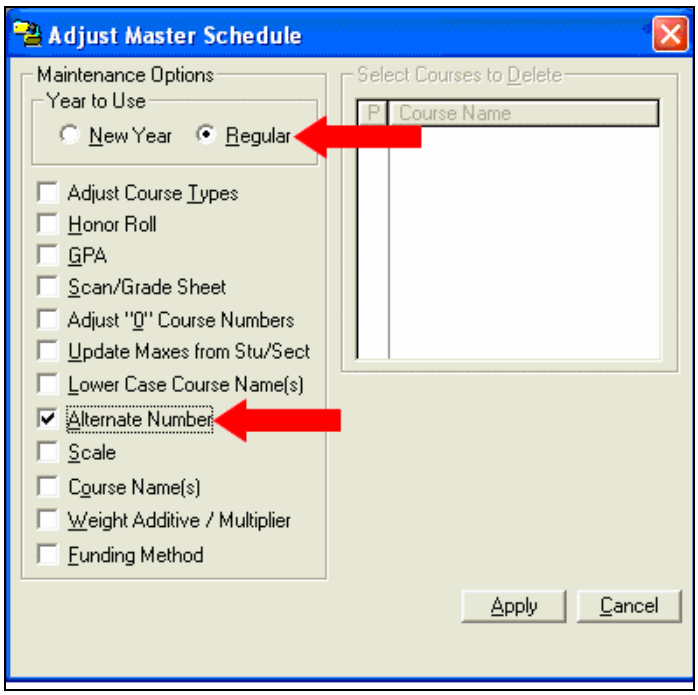
To use this method:

- Select **Courses | Valid Courses**.
- Choose a course and enter the State Course Number into the *State* field.
- Click **OK** to save



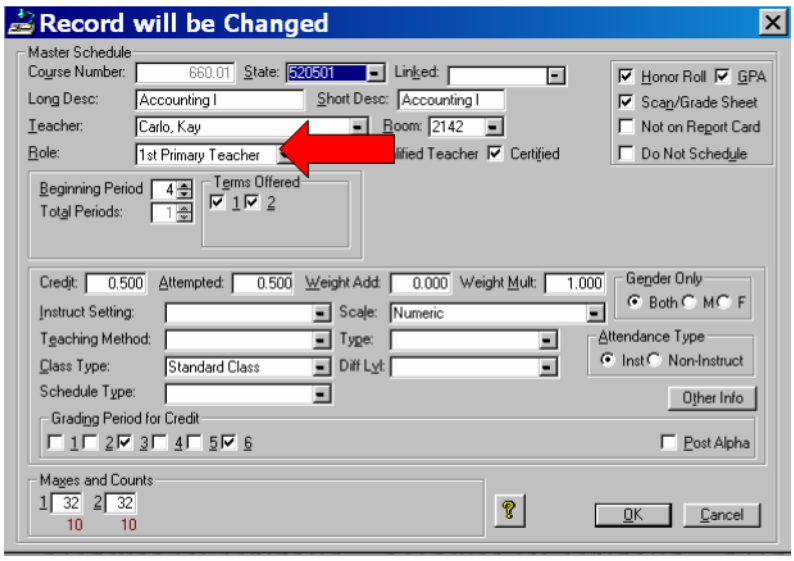
After doing the above, you will need to mass-update the Master Schedule Records by using the Support Utility (*SXZ*) program within STIOffice. To do this:

- Select **Utilities | System Utilities | Support Utility**. This feature must be enabled by an Administrator before it may be used. To enable the utility:
  - Open **Utilities | System Utilities | System File/Information**.
  - Click the *System Information 2* tab.
  - Check the *Allow Access to Support Utility (SXZ)* box.
  - Click **OK** to save changes. Exit and restart STIOffice.
- When the Support Utility is first opened, a warning screen will be displayed. Enter the *System Password* here and click **OK**.
- Select **Programs | Scheduling | Adjust Master Schedule**.



- For *Year to Use*, select **Regular**.
- Check the *Alternate Number* box.
- Click **Apply** and exit the Utility program.

A new required field for Teacher *Role* has been added to the program. The 10.0 update will set the value of this field to *1st Primary* for all sections (both current and new year). Valid Teacher Roles have been loaded under **Most Codes** and cannot be changed or deleted.



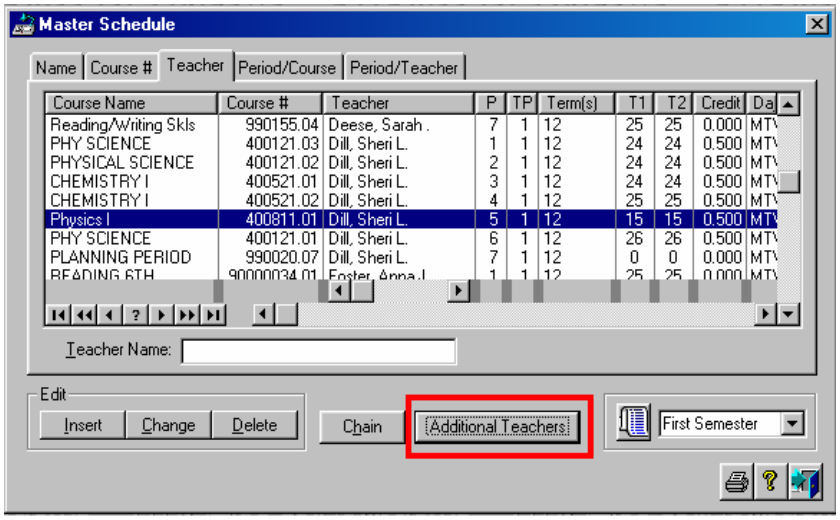
A new field called *Teacher Role* has been added to the Schedule Table, with the following allowable values:

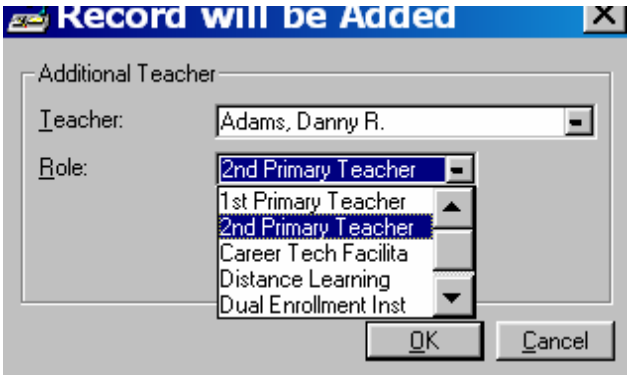
Teacher Role	Explanation
1st Primary Teacher in Classroom	Teacher who provides primary instruction to class in subject[s] taught during class period – requires HQT endorsement
2nd Primary Teacher in Classroom	Teacher who provides primary instruction to class in subject[s] taught during class period – requires HQT endorsement
Special Education Collaborative Teacher	Teacher who assists primary teacher by providing help to special education students in a general education classroom – needs collaborative teacher endorsement but does not need subject area HQT endorsement
Distance Learning Facilitator	Teacher or aide who facilitates class in a distance learning setting by taking roll, maintaining order, and executing other such supervision functions.
Resource Teacher	A teacher who provides supplemental assistance to the primary teacher.
Long Term Substitute	A "Teacher" employed on a temporary basis due to an extended absence or early departure of a regular teacher.
Dual Enrollment Instructor	Used as a place holder for College or University instructor for Dual Enrollment classes.
Career Tech Facilitator	Used as a place holder for career tech personnel to account for secondary students who are enrolled in secondary subjects at a postsecondary institution.
Special Assignment Non-Classroom	Used as a place holder for personnel to account for scheduling office assistants, library assistants, study hall, and other non-classroom assignments.

- Teacher Role *Special Assignment Non-Classroom* can only have Class Type *Non-Academic Special Assignment* assigned to it.
- Roles 1st Primary Teacher in Classroom, *Distance Learning Facilitator*, *Long Term Substitute*, *Dual Enrollment Instructor*, *Career Tech Facilitator* and *Special Assignment Non-Classroom* are valid for the teacher attached to the Master Schedule.
- Role *1st Primary Teacher in Classroom* is the only role invalid for Additional Teachers (subject to other defined business rules).
- *Distance Learning Facilitator* can only have Class Types *Distance Learning Class – ACCESS – WEB-based*, *Distance Learning Class – ACCESS – Receive IVC*, *Distance Learning Class – ACCESS – Send IVC*, *Distance Learning Class – IVC within LEA* or *Distance Learning Class – Web-based LEA purchased*.
- *Dual Enrollment Instructor* can only have Dual Enrollment Class Type of *Distance Learning Class – Dual Enrollment Class taken from a college or university*, *Dual Enrollment Class taken from a college or university* or *Career Tech Dual Enrollment class taken from a postsecondary institution*.

Collaborative Teachers

- Collaborative teachers are those teachers who assist another teacher in the same classroom. Collaborative teachers should be entered into STIOffice via the **Additional Teachers** button in the Master Schedule record for the class. Teachers entered in this area will also have access to the primary teacher gradebook.
- Existing teachers who were marked as *Collaborative Teachers* prior to the 10.0 update will be updated to *Special Education Collaborative*. All other ADDITIONAL teachers will be designated as *2nd Primary*.
- Every collaborative Special Education teacher must have a Teacher Role of *Special Education Collaborative Teacher.*


Master Schedule
Name
Course #
Teacher
Period/Course
Period/Teacher
Course Name
Course #
Teacher
P
TP
Term(s)
T1
T2
Credit
Reading/Writing Skls 990155.04 Deese, Sarah . 7 1 12 25 25 0.000
PHY SCIENCE 400121.03 Dill, Sheri L. 1 1 12 24 24 0.500
PHYSICAL SCIENCE 400121.02 Dill, Sheri L. 2 1 12 24 24 0.500
CHEMISTRY I 400521.01 Dill, Sheri L. 3 1 12 24 24 0.500
CHEMISTRY I 400521.02 Dill, Sheri L. 4 1 12 25 25 0.500
Physics I 400811.01 Dill, Sheri L. 5 1 12 15 15 0.500
PHY SCIENCE 400121.01 Dill, Sheri L. 6 1 12 26 26 0.500
PLANNING PERIOD 990020.07 Dill, Sheri L. 7 1 12 0 0 0.000
Teacher Name:
Edit
Insert
Change
Delete
Chain
Additional Teachers
First Semester



- This method of reporting is not used for cases in which a teacher pulls students from their regularly scheduled classes into a separate classroom for remediation, tutoring, etc. A separate Master Schedule record (a separate section of a course) should be created in STIOffice for these instances. The appropriate State Course Number must be entered into the *State* field for this class. Students should not be scheduled into these classes.

Trade School Teachers

Data for some teachers, such as Trade School teachers, may be most easily inserted directly into the LEAPS Editor in the STIDistrict Workstation. A good example of this is when the Trade School course is taught at the trade school, but the schedules for students who attend the course are entered at the high schools at which the students are enrolled.

Itinerate Teachers

Itinerate teachers are teachers who teach in multiple schools. Records for these teachers may be handled in one of two ways:

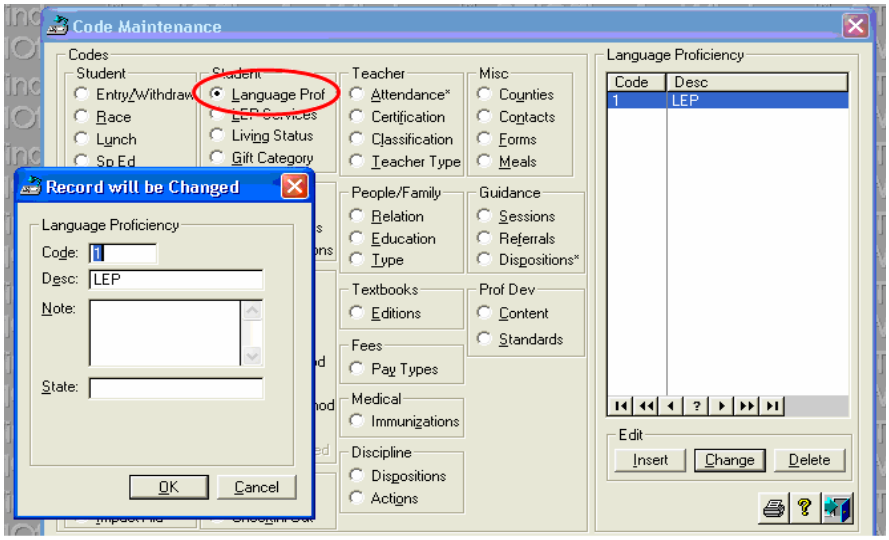
- The financial record for the teacher may be entered once, with an *Assigned School* value of 0001. In this case, all schedule records for the teacher are entered for school 0001 as well.
- Multiple financial records may be created for the teacher, with one record per school where the teacher has courses scheduled. In this case, the schedule records for the teacher are entered for each corresponding school number.

Student Demographic Data

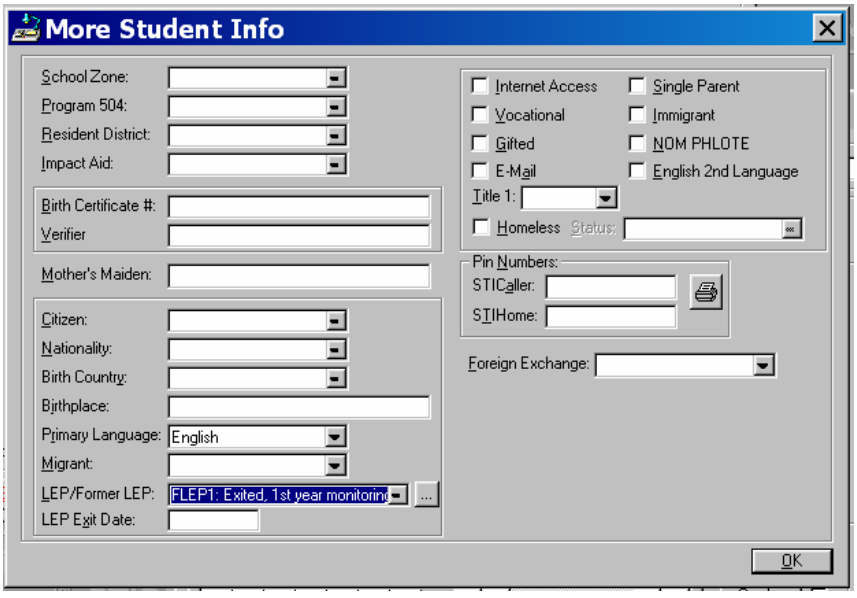
LEP Students

All students who have *Limited English Proficiency* must be flagged for the AYP Report. LEP Codes now come preloaded in STIOffice. LEP Codes may not be changed or deleted. Only state-defined LEP Codes may be used.

A list of the state-approved LEP Codes is located in the section “LEP Codes” on page 12.



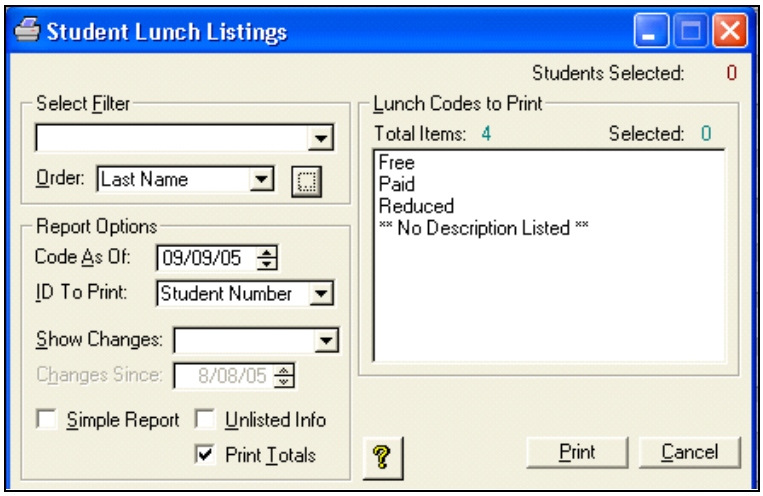
- After the Language Proficiency codes have been entered, go to **Students | Add/Edit Student Information** and select a student who has Limited English Proficiency.



- Click **Change** and then click the **More** button at the bottom of the demographic screen. In the bottom left of the screen, select one of the codes from the *LEP/Former LEP* drop-list. The *LEP Exit Date* field will only activate if one of the LEP exit codes is selected
- NOM PHLOTE: Select this checkbox if the primary language spoken at home is not English, but the student does not require any English language development.

Free/Reduced Lunch Report

To generate a report of your Free and Reduced Lunch students, select **Students | Student Reports | Free/Reduced Lunch Report**.



It may be helpful to run this report close to the time at which the AYP Report is due, to confirm the status and number of students who qualify for Free and Reduced Lunch. Select a *Filter*, enter a date for the *Code As Of* line, highlight the lunch codes to print, and select any other information that might apply.

Tracking Lunch Code Changes

To track a student's Lunch Code changes, select the student in **Students | Add/Edit Student Information** and click the **Options** button. Then click **Code Changes**.

- Select **Lunch** from the drop-down list.
- Here you may view all Lunch Code changes that have occurred for a particular student this year.
- You may also make any corrections to Date Changes by highlighting a date and clicking the **Change** button.

CNP Eligibility Report

To run the CNP Eligibility Report, go to **Utilities | Alabama | CNP Eligibility**.

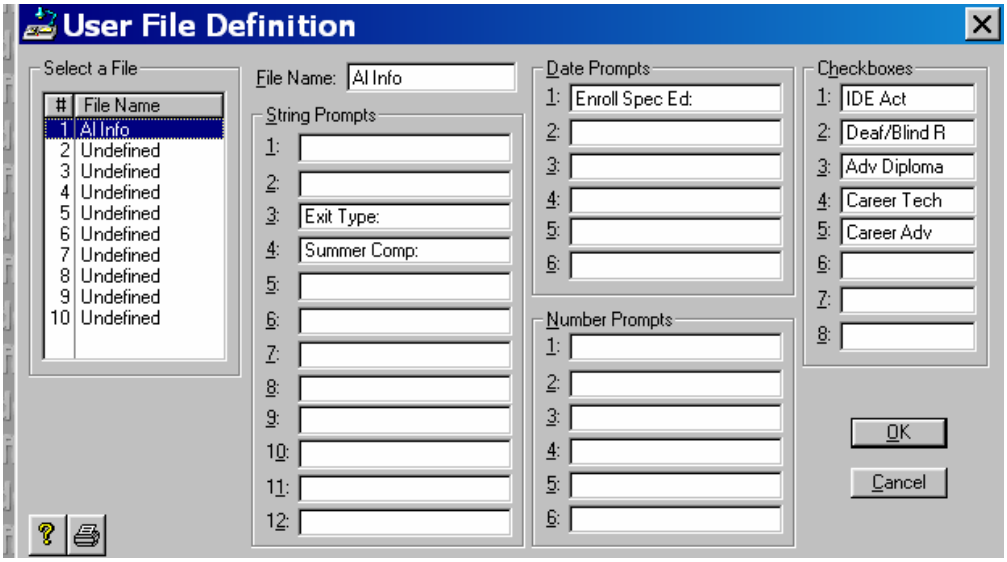
- Click the **Ellipsis** button and choose the location of the text file that contains the CNP eligibility information for your students.

- Check *Post Students Found as Free* and choose the *Free* code from the drop-list.
- Check any other desired options and then click **Apply** to run the report.

User File Setup

The User File fields described below are specific to the state of Alabama and come preinstalled with the program. It is recommended that users check this information in the program to verify that it is correct.

To view these options, select **Utilities | Students | User File Definition**. Under *Select a File* on the left side of the screen, make sure *1. Al Info* is selected (it should be highlighted by default whenever the *User File Definition* screen is opened). Then look for the following information:



Other Information in User File 1

- **String Prompt 3 - Exit Type**: This information should be entered only for students who will graduate / exit school (generally seniors only). This information should only be entered during the 9th month and selections made from the drop-list provided.
- **String Prompt 4 – Summer Comp:** If the student is a Summer Completer, select the appropriate code from the drop-list provided.
- **Date Prompt 1 – Enroll Spec Ed:** The date the student was originally enrolled in Special Ed should be entered here.
- **Checkbox 1 – IDE Act:** Mark this box if applicable.
- **Checkbox 2 – Deaf/Blind R:** Mark this box if the student is on the Deaf/Blind Registry.
- **Checkbox 3 – Adv. Diploma:** Select this box for any student in grade 9 through 12 who is attempting to earn an advanced diploma.
- **Checkbox 4 – Career Tech:** Mark this box to indicate that the student is receiving a Career Tech Diploma.

- **Checkbox 5 – Career Adv:** Mark this box to indicate that the student is receiving an Advanced Career Diploma.

Alabama Required Data

All schools should enter data in STIOffice for a student as described below:

Note: The information detailed below comprises the minimal data that should be entered. For the sake of thorough record-keeping, the user should enter as much additional information as is available for all students.

- **Number**: A unique Student Number should be given to each student in the district. In many cases, this number is the same as the student's Social Security Number.
- **SSN#** (Social Security Number): Completing this field is optional for SDE Reporting. However, if the Social Security Number is not used as the Student Number, or if the Social Security Number begins with a 0 (zero), this field is mandatory.
- **Name**: Enter the legal name for each student in the name fields provided. First and Last Names are required; entering a middle name is optional.
- **Grade**: The student's current grade level should show in the *Grade* field on the demographics screen.
- **Race**: Use the drop-down list to select the student's race.
- **DOB**: Enter the student's date of birth here.
- **Sex**: Bullet the student's gender.
- **Lunch**: Select the Free, Reduced or Paid lunch code for each student. This data is used by the SDE in calculating E-Rate Funding. Lunch code descriptions may be viewed by selecting **Utilities | Code Maintenance | Most Codes | Student | Lunch**.

Required Fields

Some data fields have been automatically set as required by the program. When a field is required, the user will be unable to save a record unless that field has a value entered.

The user may designate certain additional fields as required. To do this, select **Utilities | System Utilities | System File/Information**. Click *the System Information 2* tab and enter information in the *Set Required Fields* section as follows:

- **File**: *Student* will be selected here by default.
- **Field**: Click the drop-down list to view all fields that may be set as required. To mark a field as required, simply select it here and then click the **Ellipsis** button to the right. The field name will appear in the *Required Fields* list below.
- **Required Fields**: All items listed here will be considered as required data in STIOffice. To remove an item from the required list, select it here and press the **Delete** key.

Entry/Withdrawal Records

All students (including pre-school students) must have entry records to be counted for attendance, and when any student withdraws from school, a withdrawal record must also be created. Students should be enrolled or withdrawn using the STIState Enrollment program. For instructions, see "About STIState Enrollment Features" on page 33.

Special Schools

School Number 3999

This school number is used to report a residential facility school within the district. This data is needed for the 40 Day ADM Report that is produced using the STIDistrict Workstation. For this school, you will need to install and configure the STI applications as described below.

STIOffice

This program must be installed and configured to manage the data for the school as follows.

- **System File**: When creating the System File for this school, enter the following values:
  - *Code* = 3999
  - *School Number* = 3999
  - *District Number* = Your District Number
- **Attendance System File**: The Attendance System File must be created to show the Starting Date of the school year, as well as the Ending Date of the school year. There is no need to configure this file for attendance records; however, it must exist just to show the start and end dates for the school year.
- **Attendance Calendar**: The Attendance Calendar must exist for this school just as it does for all other schools. This is required so that students may be enrolled or withdrawn on dates in the calendar.
- **Student Demographic Data**: Student data is not reported to the state for this school. Instead, the system will report how many beds are used at the school. Use STIOffice to create a "student demographic record" for each bed to be reported to the state. Special rules do exist, however, regarding the entry of this data. For example, the *Student Number* for each bed is a number derived by a formula created by the State Dept. of Education. Similar rules apply to the *First Name*, *Last Name* and other fields found in the demographic record. Check with the AL SDE for details on how this data is to be entered.
- **Entry Records**: Every student/bed to be reported to the state should have an entry date of the first day of the school year.

STIDistrict Net

STIDistrict Net must be installed and configured to upload this data to the district database.

School Number 4999 (Child Count – Shared Services)

This school number is used to report Special Education students who are not enrolled in a "regular" school within the district, but are not in the residential facility. School systems providing Special Education services for another school system (public or private – including home-schooled students) should use School Code *4999* (*Child Count – Shared Services*). STISETSWeb's Child Count Report requires students to have both demographic records and entry records before the students may be included in the report. Since some students who are served by Special Ed in a district are not actually enrolled into one of the "regular" schools, the district should install a separate instance of STIOffice for this school. For this school, you will need to install and configure the following three STI applications as described below.

STIOffice

This program must be installed and configured to manage the data for the school as follows:

- **System File**: When creating the System File for this school, enter the following values:
  - *Code* = 4999
  - *School Number* = 4999
  - *District Number* = Your District Number
- **Attendance System File**: The Attendance System File must be created to show the Starting Date of the school year, as well as the Ending Date of the school year. There is no need to configure this file for attendance records; however, it must exist just to show the start and end dates for the school year.
- **Attendance Calendar**: The Attendance Calendar must exist for this school just as it does for all other schools. This is required so that students may be enrolled or withdrawn on dates in the calendar.

STIDistrict Net

STIDistrict Net must be installed and configured to upload this data to the district database.

STIDistrict Enrollment

STIDistrict Enrollment must be installed and used for this school in order to enter and withdraw students.

STIOffice Integration

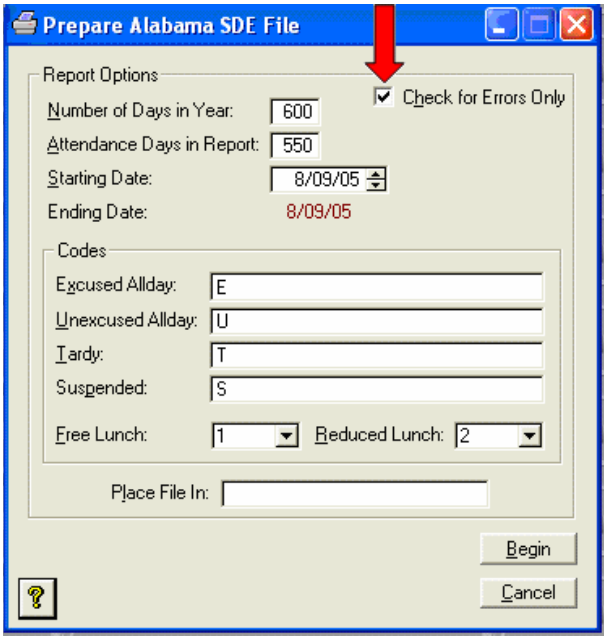
Configure the STIOffice Integration application to connect to this school's data, as is done for "regular" schools in the district.

Auditing School Data at the Local School Level

All schools should periodically run the **Error Report** in STIOffice to identify data problems.

Error Report

To generate this report, select **Daily | Attendance Reports | State Reports** | **Prepare SDE File** and check the *Check for Errors Only* box. Choose your report options and enter the Attendance and Lunch Codes used by your school.



After the report has been generated, do the following:

- Correct any problems listed on the report.
- Re-run the report to verify that the errors have been corrected.

Correcting Data Errors

All data correction should be performed at the local level in STIOffice. Each school is responsible for correcting errors/omissions that are reported by the STIOffice Error Report and those errors reported to the school by the district.

Uploading Data to the District Database

The **STIDistrict Net** application is installed on one computer at each school. This program is used to upload data from the local school's STIOffice database to the STIDistrict database. In most cases, the program is configured to upload automatically each day according to a schedule determined by the district. In some cases, however, the district may choose to have the school manually initiate the upload each day.

Note: If your school serves preschool students, verify that you are uploading those students via STIDistrict Net. Remember that grades should be separated by a "pipe" symbol (example: *97|98|99*). For more information, please see the STIDistrict Net User Manual, available on the Documentation page of the STI Support site at http://support.sti-k12.com (login name and password required).

To manually upload data to the district database, right-click the yellow FTP icon at the bottom right corner of the screen.

There are two upload options:

- The option labeled **Upload** will perform a "regular" upload to the district database. This will send only those records that have been added, changed or deleted from the STIOffice database since the previous upload.
- Choose the **Upload All** option and STIDistrict Net will perform a complete upload of all data in the STIOffice database to STIDistrict. This option takes more time.

STIDistrict

STIDistrict Setup

The STIDistrict application is installed at the district's central office and is used to create the data files sent to the state.

To set up STIDistrict core system information, select **File | District Setup**. Data should be entered as follows:

District System File

- **Year 1 / Year 2**: Example: Enter *2007* as *Year 1*, and *2008* as *Year 2* to indicate the 2007-2008 academic year.
- **District Number**: Enter the district number assigned to your district by the state.

Importing Data

The STIDistrict server at the district office runs the STIDistrict Import Engine program. The function of the Import Engine is to add data received via school uploads into the STIDistrict database.

If the Import Engine is not running, **NO DATA** will be updated in the district database.

To start the STIDistrict Import Engine, click the Windows **Start** button, then select **STIDistrict Import Engine** under **STI Applications**.

Important Note!: Do not attempt to create reports in STIDistrict while the Import Engine is in the process of importing data. You should always wait until all data has been imported before generating any report.

Auditing School Data at the District Level

A user at the district level should perform each of the procedures described below:

Monitoring Uploads

All school data uploads should be monitored to verify that the schools are uploading data as scheduled. To do this, look at the date on the School Desktop in the STIDistrict Workstation program by selecting File | School Desktop. Whenever a school does not upload according to schedule, someone at the school should be instructed to manually initiate an upload.

If a school has problems uploading data and assistance is needed, please contact STI Support at 877-844-0884.

Running Conflict Report and Cleaning Data

The *Conflict Report* lists students whose records have various types of data errors at the district level. Run these reports frequently, and have someone at the school level correct any problems via STIOffice.

Any data changes that are made at the school will be imported into the district database during the next school data upload.

About STIState Enrollment Features

Districts in states that use the STIState database have the ability to extend the STIDistrict Enrollment program to allow student data to move throughout the state, in addition to throughout the district.

The data that follows a student who transfers into any school within a district will still be determined by the STIDistrict Enrollment setup in the district's STIDistrict Workstation program. The other setup options found in the STIDistrict Workstation/Enrollment Settings will also remain under district control.

The data that follows any student who transfers into a school from OUTSIDE the district will be determined by the state.

Please note that after enabling the STIState Enrollment features, users may experience slight delays in transaction processing time. The delay will be a result of the added time needed to process transactions with the state database.

Entry/Withdrawal Records

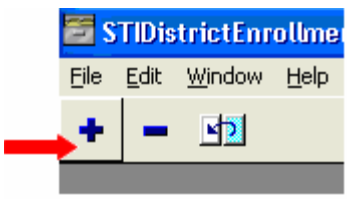
Every student (including pre-school students) must have an entry record. If the student withdraws from school, a withdrawal record must also be created. To enroll or withdraw a student, use the STIDistrict Enrollment program.

Note: You must use STIDistrict Enrollment to insure the integrity of your STISETSWeb and STIOffice data. If you enroll students any other way, there will be a delay in the Student's SIS Status.

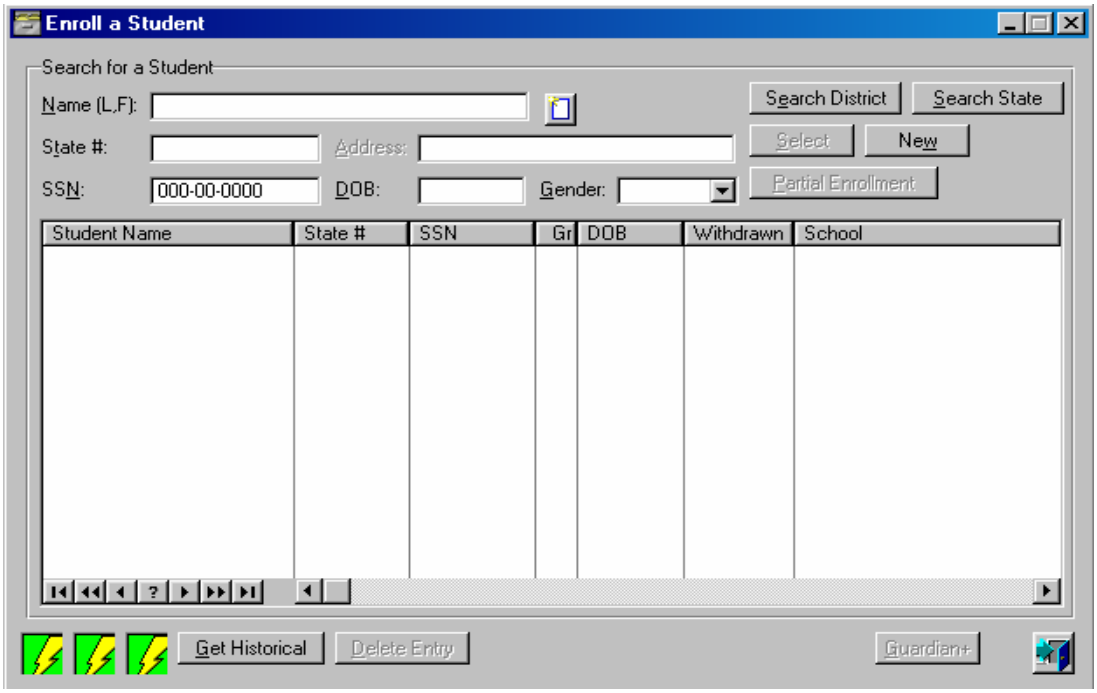
Enrolling a Student

To enroll a student:

- Open the STIDistrict Enrollment Program and log in using the user name and password assigned.
- Click the **Plus** button.

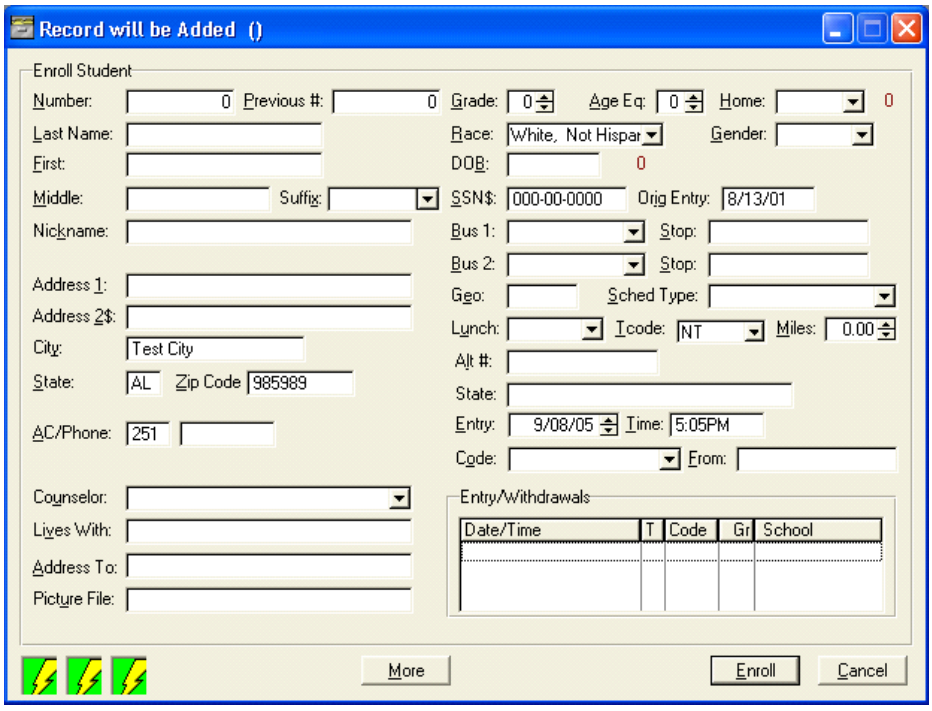


- Enter the name or any other available information about the student and then click on the **Search District** button.



- If the student is not listed at another school within the district, click on the **Search State** button. If the student is listed, highlight the student's name and click **Select**.
- If the student is not listed at any other school in the district or in the state, click on the **New** button. Enter the data required for the student, and assign an entry code and date.

Note: Only enter a new student if the student cannot be found by clicking the **Search District** and **Search State** buttons.

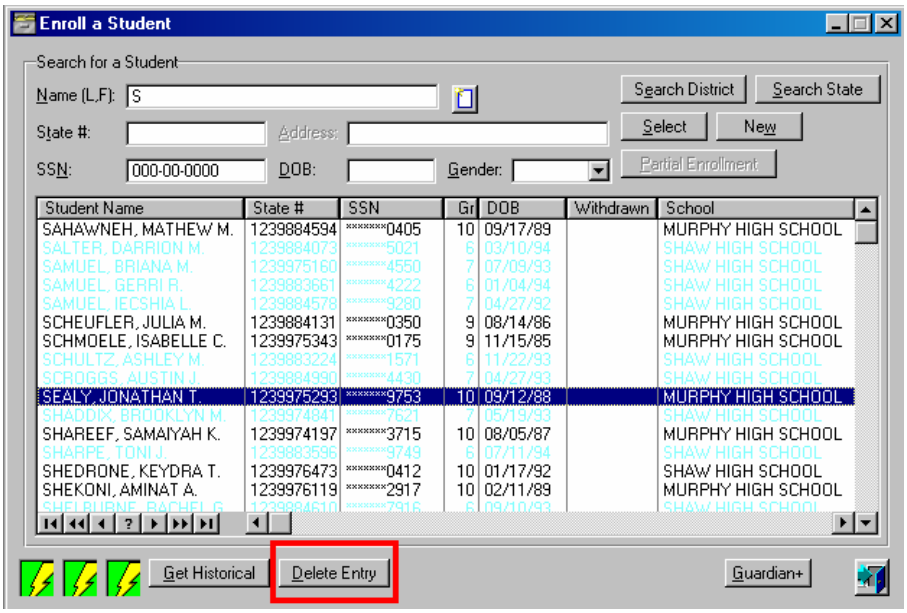


Data fields listed on the new student screen are described below.

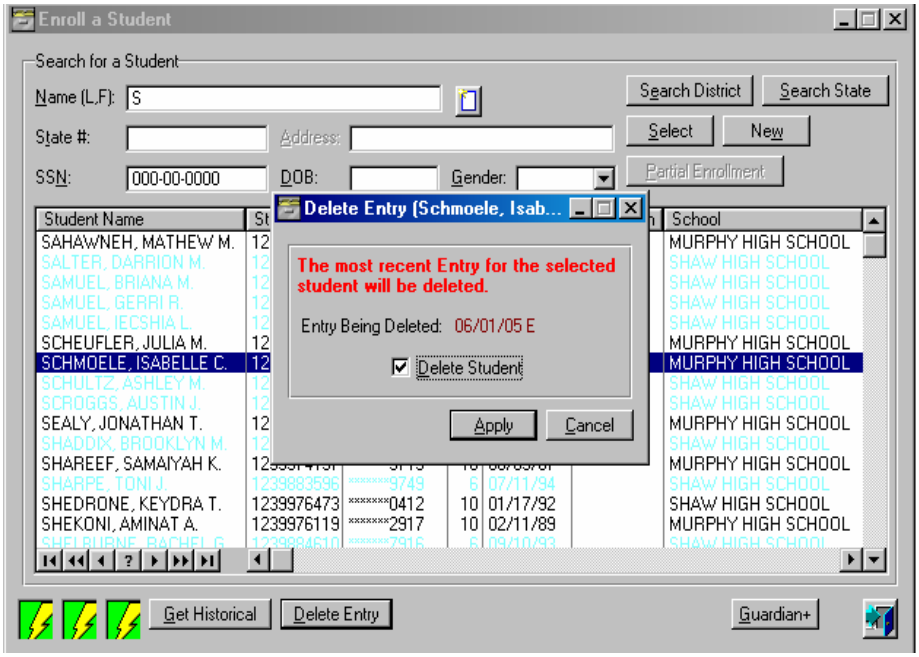
- **Number**: A unique student number should be given to each student in the district. In many cases, this number is the same as the student's Social Security Number.
- **SSN# (Social Security Number)**: Completing this field is optional for *SDE Reporting*. However, if the Social Security Number is not used as the *Student Number*, or if the Social Security Number begins with a *0* (*zero*), this field is mandatory.
- **Name**: Enter the legal name for each student in the name fields provided. *First* and *Last Names* are required; entering a *Middle* name is optional.
- **Grade**: The student's current grade level should show in the *Grade* field on the demographics screen.
- **Race**: Use the drop-down list to select the student's race.
- **DOB**: Enter the student's date of birth here.
- **Sex**: Bullet the student's gender.
- **Lunch**: Select the *Free*, *Reduced*, or *Paid* lunch code for each student. This data is used by the SDE in calculating *E-Rate Funding*. Lunch code descriptions may be viewed by selecting **Utilities | Code Maintenance | Most Codes** | *Student* | *Lunch*.
- **State**: This number is automatically generated by the STIDistrict Enrollment program. School users are not to enter any data into this field.
- **Entry / Time / Code**: Enter the Entry Date, Time and Code for the new student entering the school district.

Note: The *Type* of record created – Entry or Withdrawal – is automatically determined based upon the student's current status as either an Enrolled or Withdrawn student. Enrolled students may be withdrawn; or Withdrawn students may be re-entered. This automatically prevents the user from duplicating either procedure.

- To delete an entry record for a student (ex: accidentally enrolled the wrong "John Smith" into your school) you would click on the Plus sign to Enroll a student. Search and highlight the student's record. Then click **Delete Entry**.



- If the student's record needs to be removed completely from STIOffice, the user will check the checkbox labeled **Delete Student**. If the user just needs to edit the entry code or date and re-enter the student, uncheck the **Delete Student** checkbox. Then re-enroll the student. If the student has only an entry code for the year (ex: has not transferred from another school all year) you will not be able to delete the entry. The student must be set inactive to remove the entry code.



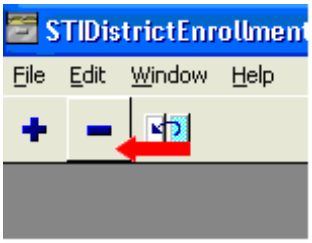
Note: When STIState is in use, the menu options to enroll and withdraw students in the STIOffice program are automatically disabled.

Also Note: In cases where a student record moves from one district into another, where the new district uses the **Auto-Numbering** feature in STIDistrict Enrollment, the student number will change to the next available number in the new district's database.

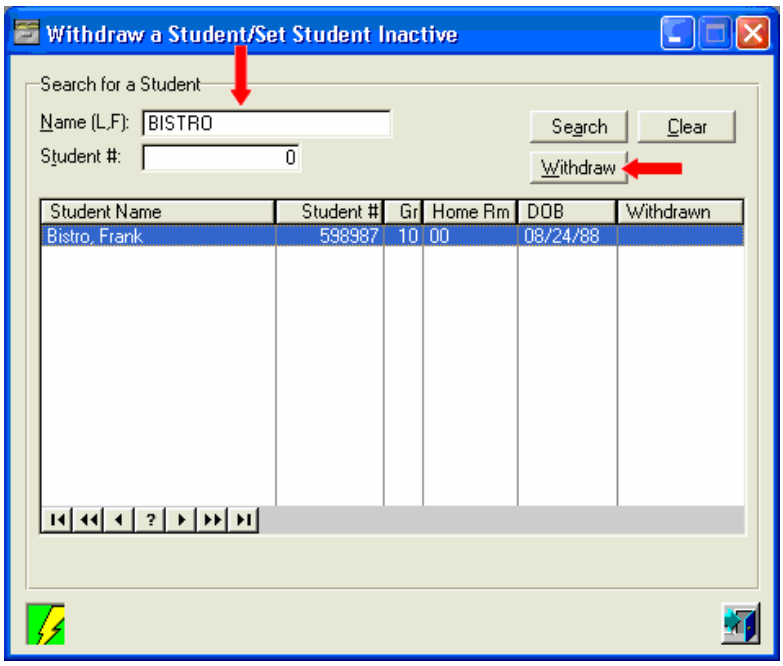
Withdrawing a Student

To withdraw a student:

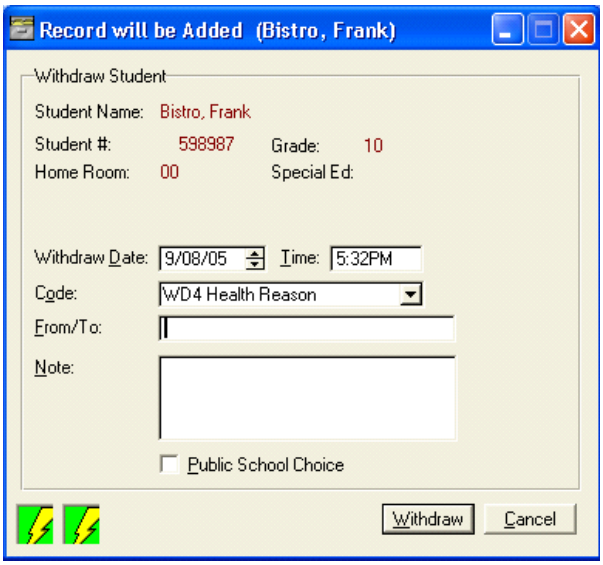
- Open the STIDistrict Enrollment Program and log in using the user name and password assigned.
- Click the **Minus** button.



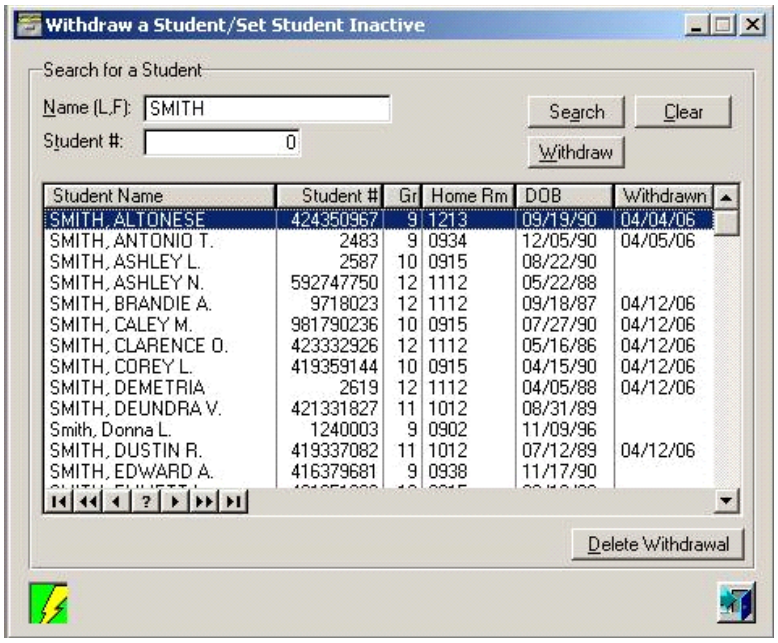
- Enter the name of the student and click **Search**.



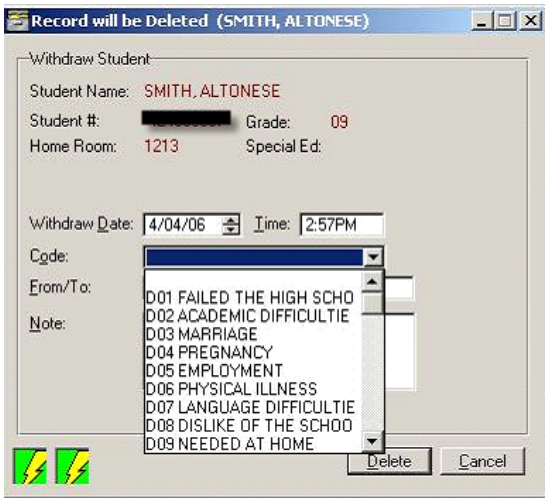
- Highlight the student in the list provided and then click on the **Withdraw** button.
- Enter the appropriate withdrawal date and code and then click the **Withdraw** button.



- If you wish to delete a withdrawal date and code for a student, this can be accomplished by clicking the “minus” sign and searching for the student name.


Withdraw a Student/Set Student Inactive
Search for a Student
Name (L,F): SMITH
Student #: 0
Search
Clear
Withdraw
Student Name | Student # | Gr | Home Rm | DOB | Withdrawn
SMITH, ALTONESE | 424350967 | 9 | 1213 | 09/19/90 | 04/04/06
SMITH, ANTONIO T. | 2483 | 9 | 0934 | 12/05/90 | 04/05/06
SMITH, ASHLEY L. | 2587 | 10 | 0915 | 08/22/90
SMITH, ASHLEY N. | 592747750 | 12 | 1112 | 05/22/88
SMITH, BRANDIE A. | 9718023 | 12 | 1112 | 09/18/87 | 04/12/06
SMITH, CALEY M. | 981790236 | 10 | 0915 | 07/27/90 | 04/12/06
SMITH, CLARENCE O. | 423332926 | 12 | 1112 | 05/16/86 | 04/12/06
SMITH, COREY L. | 419359144 | 10 | 0915 | 04/15/90 | 04/12/06
SMITH, DEMETRIA | 2619 | 12 | 1112 | 04/05/88 | 04/12/06
SMITH, DEUNDRA V. | 421331827 | 11 | 1012 | 08/31/89
Smith, Donna L. | 1240003 | 9 | 0902 | 11/09/96
SMITH, DUSTIN R. | 419337082 | 11 | 1012 | 07/12/89 | 04/12/06
SMITH, EDWARD A. | 416379681 | 9 | 0938 | 11/17/90
Delete Withdrawal

- Select the student and click the **Delete Withdrawal** button. A window will appear prompting you to choose a new withdrawal code.



- If you wish to remove the withdrawal, the *Code* field should be left blank. This information will update the school, district and state databases immediately.

For more detailed instructions on using STIDistrict Enrollment, please refer to the *STIDistrict Enrollment AL User Manual*, located on the Documentation page of the STI Support site at http://support.sti-k12.com/home.asp (user name and password required).

Home Room / Grade Level Changes

If a student changes home rooms or grade levels during the school year, you should enter this in STIDistrict Enrollment by withdrawing the student and then re-entering the student into the new home room and/or grade on the same day.

Valid Grade Levels

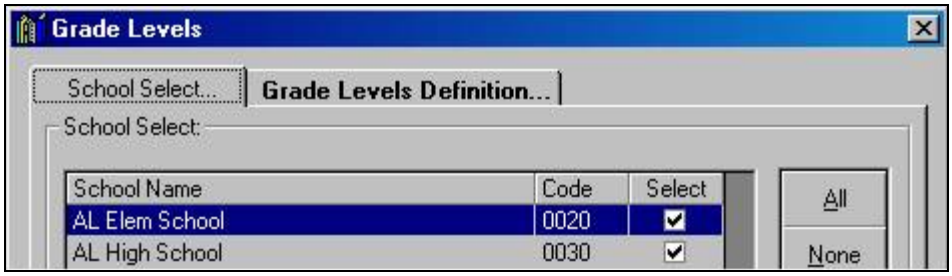
In STIOffice, the Grade Level codes given to students are as follows:

Grade Level Code	Description
97	Pre-school Students Age 2
98	Pre-school Students Age 3
99	Pre-school Students Ages 4 & 5
0	Kindergarten Students
1	Grade 1
2	Grade 2
3	Grade 3
4	Grade 4
5	Grade 5
6	Grade 6
7	Grade 7
8	Grade 8
9	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

Setting Up Grade Levels for SIR Report

The Alabama SDE requires that the grade level for a preschool student be reported as *PK* and for a kindergarten student to be reported as *0K* (zero K) in the various required state reports. Therefore, each district must edit the district's Grade Level form in the STIDistrict Workstation. To do this:

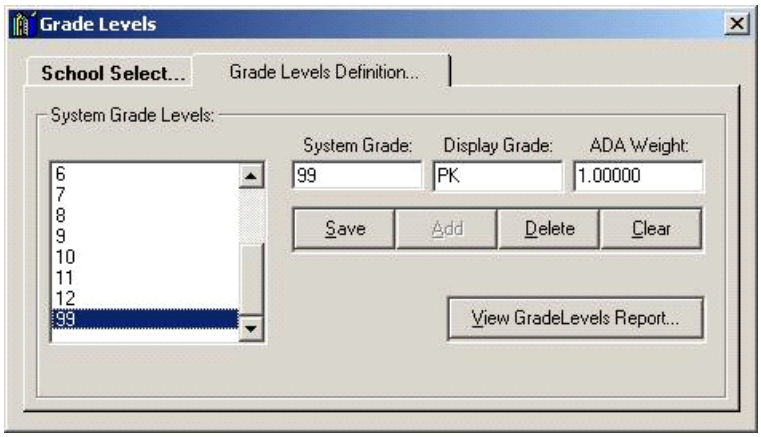
- Open the STIDistrict Workstation and select **File | District Setup Menu | Grade Levels**.
- Select **All** schools on the list.



- Click the *Grade Levels Definition* tab.

- Highlight Grade 99 in the *System Grade Levels* box on the far left of the form. Then edit the *Display Grade* to read *PK*.

Note: If there are no grade levels displayed in the *System Grade Levels* box at the left of the form, type *99* into the *System Grade* field, then type *PK* into the *Display Grade* field and then click the **Add** button.



- Click the **Save** button. Repeat this for Grades 97 and 98, if your system uses those grade levels for pre-school students.
- Using the same method, assign a *Display Grade* value of *0K* (zero K) for Grade 0, Kindergarten.
- To verify that your preschool and kindergarten grade levels will be exported correctly to the SDE, click the **View GradeLevels Report** button.

Creating the SDE Export

This section covers the collections of *Fall Attendance*, *AYP Graduation Exam AYPARMT*, and *9 Month* reports. To generate any of these reports, your schools must enter all of the required student data (including, but not limited to SSN, Lunch Code, Entry/Withdrawal Records and Attendance Records) as defined in the *AL Guidelines* document available from the Documentation page of the STI Support site at http://support.sti-k12.com/documentation/default.asp (login and password required).

To produce the file, open the STIDistrict Workstation program and then select **Report | Alabama Reports | SDE Export**.

If errors exist, an error report will be displayed after the export has run. All errors should be corrected in STIOffice and the export should then be generated again. Repeat this process until all errors have been corrected.

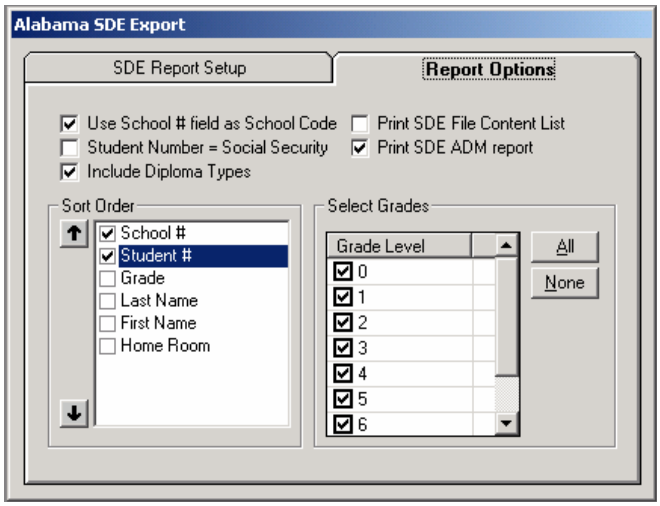
Also, the option to print *Fall Attendance Report (SDE ADM)* should be selected when running this export. Before the data file is sent to the state, someone in the district should approve that the values on this report are correct, as this report reflects the data being submitted to the state.

Report Options

- **Use School # Field as School Code**: Select this code to report the value of the *School Number* field from the local school system file

instead of using the *School Code* as the *School Number* reported within the SDE export file.

- **Student Number=SSN**: Select this box if schools use the students' Social Security Numbers as their student numbers.
- **Include Diploma Types**: *Diploma Types* are reported in the *9th Month Collection* only. Be sure to select this option before building the 9th Month Collection.
- **Select Grades**: Select the grade levels to include in the export file. Since all grade levels are selected by default, de-select any grade levels to be excluded from the report.
- **Sort Order**: Student records will be listed in this order on both the export file and on the printed report. Select a *field* to sort by, and then set that field's sorting priority by highlighting it and using the up and down arrows to raise or lower the priority level.
- **Print SDE File Content List**: Select this box to print a list of the students who will be included in the export file. This report will display all the data for each student that will be reported to the state.
- **Print Fall Attendance Report (SDE ADM)**: Select this box to print a report that summarizes the data exported to the file. This report includes totals for lunch counts, and also an *Average Daily Membership* report based on the data in the export file. This report **should be printed** and the data on the report **should be approved** before the file is sent to the state.



SDE Report Setup

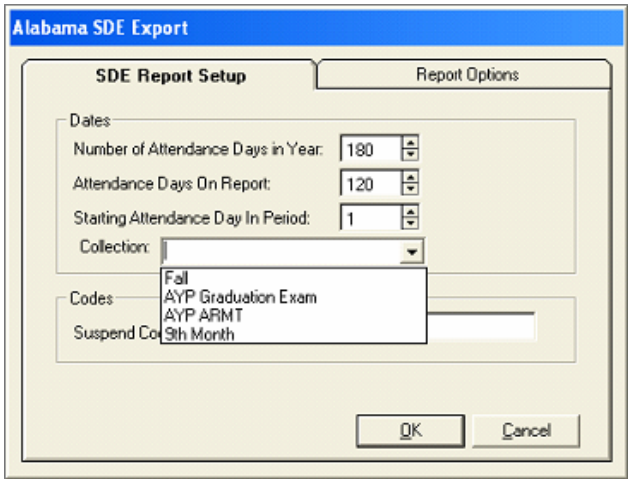
Select the *SDE Report Setup* tab to choose the following options as desired for your district.

- **Number of Attendance Days in Year**: Enter the number of attendance days in your school year.
- **Attendance Days on Report**: Enter the total number of attendance days to include in the report.
- **Starting Attendance Day in Report**: Always enter the number *1* into this field.

Note: If running for Fall, the user should enter the *day number* of the first in-school day after Labor Day as the Starting Day. The value entered for *Attendance Days on Report* should be 20.

- **Suspend Codes**: List all codes used in the district to indicate that a student was absent due to suspension from school. Use commas to separate multiple codes.

Note: All students receiving free lunch should be coded with a Lunch value of 1 in STIOffice. Also, please note that students are exported in this report using their lunch statuses on the last day of the report. For example, if when running the report the user enters *45* as the *Attendance Days on Report*, the student's lunch status as of the 45th day after Labor Day will be reported.



Suggestion: In the weeks leading up to the due date for any export file, build the file several times. Check the file for errors and to make sure all students are being reported.

SDE Export Approval

After running the SDE Extract and verifying that the data is correct, the user must go through an approval process. The user must have run the SDE Extract. If no data is found, processing will not continue.

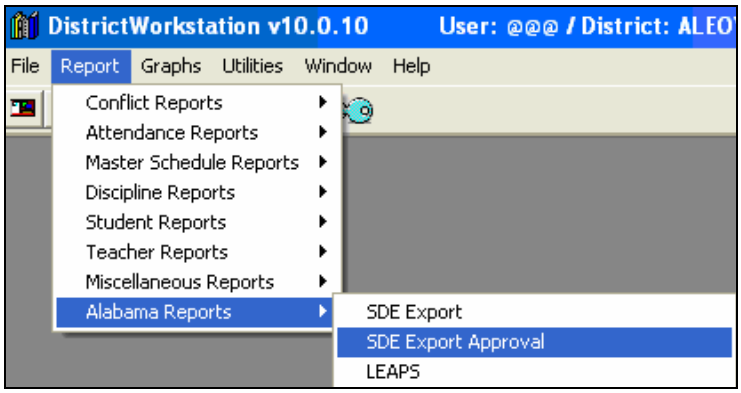
Approval Process Business Rules

1. Snapshot
   - Coordinator of specific collection (LEAPS, Attendance, SIR, etc.) validates desired data once it has been received at the district server from the schools.
   - Coordinator creates an "official" snapshot of the desired data via a drop-down selection for the collections.
     - Extract process creates tables to house the data.
     - Attendance Extract – Creates student enrollment detail.

2. Notification of Readiness
    - Coordinator informs Superintendent that the snapshot is ready for review and approval.
3. Review and Signoff
    - Superintendent or designated approving authority (DAA) reviews the data for accuracy.
    - Coordinator makes any necessary adjustments at the appropriate source level (STIOffice, Financial package) and re-runs the Extract.
    - Superintendent or DAA "approves" the official Extract.
4. Upon approval by Superintendent:
    - Data is "locked" from any further editing or manipulation.
    - Data is replicated to the SDE.
5. Validate and Process
    - SDE validates the extract.

Running the Export Approval

- To begin the process, go to **Reports | Alabama Reports | SDE Export Approval**.



- A message will display to verify that the user wishes to continue on with the Approval process.
- Once an approval is performed, users cannot "re-approve" the data. This may only be done if ALSDE resets the approval flag for the collection that needs to be resubmitted.

LEAPS Export

Two LEAPS Export files will be generated and submitted to the state. A *Financial* file will be generated that includes payroll data. A *Teacher Schedule* file will be generated that will include schedule information for employees in the district who teach students.

LEAPS Export Process Guidelines

- Financial data is entered via the McAleer Accounting application and then exported to a file. This file is then imported into the STIDistrict Workstation as described in this document. The financial data MUST be imported prior to the teacher schedule data.

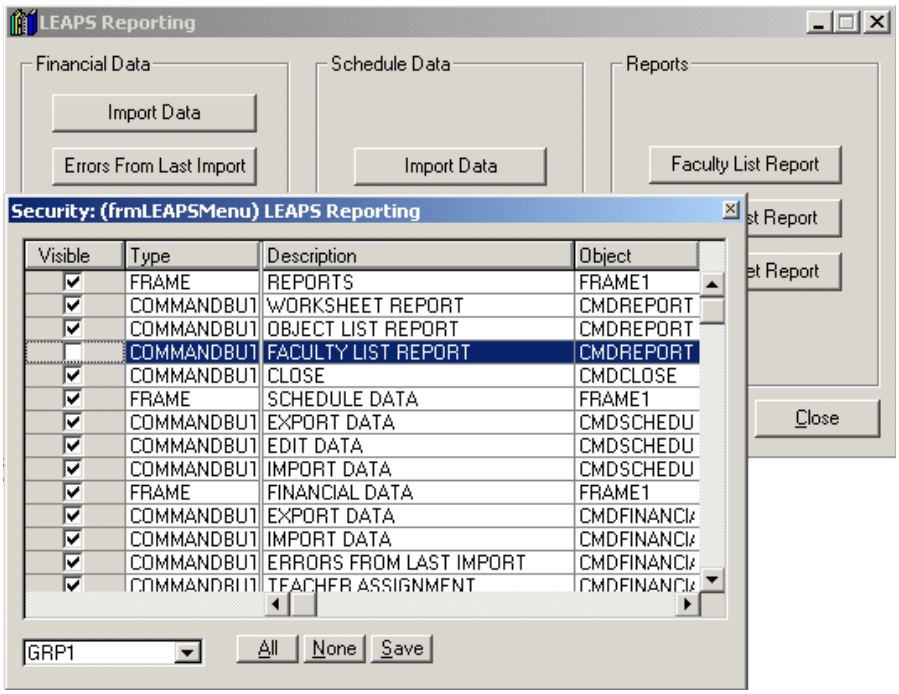
Note: When data is imported, if any data has errors, the records will not save to the holding tables. If data was previously imported successfully, it will not be overwritten

- Schools must enter teacher demographic data and schedule data as described in the STIOffice data entry section of this document. This data will be uploaded to the district database as normally scheduled. The data needed for the Teacher Schedule Export is then imported into a separate data table as described in the section "Importing Teacher Schedule Data" on page 48.
- Valid State Course Numbers must be entered into the *State* field of the Master Schedule record for every section of a course to be reported.
- All errors reported by STIOffice error reports or the error report generated by the *LEAPS Export* in STIDistrict must be corrected prior to submitting files to the state.

LEAPS Security

To limit a user's ability to select specific buttons or reports (such as reports that show sensitive financial data), the administrator should edit security permissions for that user's User Group.

- Log in to the program as an *Administrator* (@@@).
- Select **Report | Alabama Reports | LEAPS**.
- Right-click on the **Key** icon displayed on the form and select **Set Security**.
- Select the User Group(s) for which you wish to remove this option, using the pull-down menu in the lower left corner of the *Security: Report Options* screen.
- De-select the button in the list provided to make the option invisible to the users in the selected group.



Importing Valid Schools File

Prior to performing any of the steps that follow in this document, the district must import a data file into its database that contains a listing of approved school numbers as identified by the SDE. This document is a text file that can be downloaded on our updates site under the District Workstation portion of the updates site. Alabama reports that are run from the STIDistrict Workstation, including LEAPS, will use this data to validate school numbers.

To import this file:

- Select **Report | Alabama Reports | Import Valid School And System Codes**.
- Browse to locate the file provided by STI, called *AL_Valid_Schools_5.txt*.
- Click the **Process** button to import the data into the database.

Financial Data Export

The user must produce an export file from the McAleer Financial application. The file will need to be saved to a location that is accessible to the STIDistrict Workstation user who will be generating the LEAPS Exports.

- Select **Report | Alabama Reports | LEAPS**.
- Select **Financial Data | Import Data**.

Important Note!
A warning will appear notifying the user that importing data will overwrite existing data. Please keep in mind that any edits to your financial data that has been done within the STIDistrict Workstation (any added or changed records) will be lost when importing.

- Click the **Browse** button, then locate the file produced by the McAleer export. The filename should be *leaps999.txt* (where *999* would actually be your district number).
- Click the **Process** button after locating the file. If errors occur during data import, an error report will be produced.
- Correct any errors found in the McAleer data, and repeat the above steps.

**Important Note: The financial data MUST be imported prior to the teacher schedule data.

Verify Imported Data

- Run a report to verify that the imported data is correct by selecting **Report | Alabama Reports | LEAPS | Reports | Faculty List**.
- Share this report with the appropriate personnel in order to verify accuracy.

Exporting the Data

If report data errors have been corrected, the user should run the *Faculty List Report* again to verify accuracy and completeness of the data. After the *Faculty List Report* has been verified for accuracy, the user should export the data. To do this:

- Select **Report | Alabama Reports | LEAPS | Financial Data | Export Data**.
- Choose the schools to be included on the export (typically *All Schools*), then click **OK**.
- After exporting the data, the Administrator must approve the Financial Data Collection.

Approval Process

Now that the data is ready to be submitted to the state, the user must follow the following procedures:

- Select **Report | Alabama Reports | Leaps | Financial Data | Approve**.
- Follow the screens to approve the data.

Note: Once an approval is performed, users cannot "re-approve" the data. This may only be done if ALSDE resets the approval flag for the collection that needs to be resubmitted.

Teacher Schedule Export

This section provides information on how to produce the *Teacher Schedule Export* file.

**Important Note: The financial data MUST be imported prior to the teacher schedule data. If no financial record exists for a teacher in the district database, no schedule data will be imported for that teacher.

- Schools must enter data in STIOffice as per data entry guidelines in this document. Specifically, teachers must have *Social Security Numbers* and they must have *schedules*.
- Each section of any course taught at a school must have the appropriate State Course Number recorded in the in the *State* field of the Master Schedule record. Data will be uploaded to STIDistrict as scheduled, to be used in the STIDistrict Workstation.

Importing Teacher Schedule Data

After data has been imported into the STIDistrict database, specific elements of the data must be extracted into new tables in the district database designed specifically for LEAPS reporting. First term schedules only will be imported. To do this:

- Select **Report | Alabama Reports | LEAPS | Schedule Data | Import Data**.
- A warning prompt will appear to inform the user that importing data will erase all previously imported schedule data.

- After the import has finished, click **OK**.
- If errors exist, correct and re-import the Schedule data

Verifying Imported Data

- Run a report to verify that the imported data is correct by selecting **Report | Alabama Reports | LEAPS | Reports | Worksheet**.
- Share this report with the appropriate personnel in order to verify accuracy.
- A listing of teachers and the courses in their scheduled will be displayed. You may filter this list to include only selected teachers or courses by completing any of the data at the top of the form and then clicking on the **Filter** button.

Printing the Schedule Data Report

Running the Schedule Data Export will produce an Error Report if errors exist in the data. This report should be generated frequently during the process to determine what errors need to be corrected. To do this:

- Select **Report | Alabama Reports | LEAPS | Schedule Data | Export Data**. If errors exist in the data, an error report will be produced.
- If errors exist, correct them in STIOffice and then **Upload** to STIDistrict (via typical process, using STIDistrict Net and the

STIDistrict Import Engine). Then re-import the Schedule data using the LEAPS menu options in the STIDistrict Workstation.

Exporting the Schedule Data File to Produce Error Report

After all edits and corrections have been made to the schedule data, and after reports have been run to verify that the data is complete and correct, the district will need to export the data to a file and then send to SDE.

- Select **Report | Alabama Reports | LEAPS | Schedule Data | Export Data**.
- The program will display the filename to be created and the path to which the file will be saved. The user may modify this information if necessary. By default, the filename will be *schedoutNNN.txt*, where *NNN* is the district or system number.

Note about Block Schedule Type:
A value is exported to show whether a schedule is for *Block* schedule or not. This is a calculated value, not data that is entered directly within STIOffice. The basic formula for determining whether a school has block schedule or not is as follows: If the number of terms offered in a school plus the number of periods in a day equals 8, then courses report from that school as *Block*. For all other values, the school is reported as *Not Block*.

Approval Process

Now that the data is ready to be submitted to the state, the user must follow the procedures described below:

- Select **Report | Alabama Reports | Leaps | Schedule Data | Approve**.
- Follow the screens to approve the data.

Note: Once an approval is performed, users cannot "re-approve" the data. This may only be done if ALSDE resets the approval flag for the collection that needs to be resubmitted.

Student Incident (SIR) Export

The SIR export produces a report that will be submitted AL SDE through an approval process. The users will no longer submit a file to SDE.

To create the SIR Export from your STIDistrict Workstation:

- Select **Report | Alabama Reports | Student Incident (SIR) Export**.
- Select the schools to be included on the export. Typically this will be all schools.
- Select the date range for data to be included in the export. By default, the dates should be 7/1 through 7/1.
- Select the collection period to use for the report.
- To view the report, please select the option to *Display Printed Report*.

If errors exist, an error report will be produced. Have schools edit the data to correct errors, then repeat the process until no errors exist.

Approval Process

As of the latest update, the SIR Export will no longer create an export file. The data will be added to a table and the user will then approve that the data is valid.

- To do this, go to **Reports | Alabama Reports | SIR Export Approval**.

Note: Once an approval is performed, users cannot "re-approve" the data. This may only be done if ALSDE resets the approval flag for the collection that needs to be resubmitted.

Error Checking in Accordance with the State Department of Education

To repeat a recommendation provided in a note above:

STI recommends that Alabama school districts build state-required files several times prior to each file's due date. Check the files for errors and to make sure all students are being reported.

Addressing Errors / Data Correction

Data errors reported back to the district from the state level should be corrected at the school level, via STIOffice. After the errors have been corrected, the schools should perform a data upload to the district, which will then need to rebuild the file(s) and re-send them to the state.

STISETSWeb

Setting Up STISETSWeb

There are several steps involved in setting up STISETSWeb:

- Define System Policy.
- Define Security Groups.
- Build your Employee File.
- Define Codes.
- Manage Student Data.

The program is set up once and thereafter maintained by a system administrator. This document provides the basic instructions required for administrators or managers to maintain their *STISETSWeb systems. For further information, please see the STISETS* Web User Manual, available on the **Documentation** page of the STI Support site at http://support.sti-k12.com (login and password required).

System Policy

The **Utility Desktop** houses several options that enhance the operation of the software. STISETSWeb has a *System File* option located under Utility Desktop. It is recommended that only one user have access to the SETS Web System File. This area of the program should be kept under high security. This area should also be set up prior to the first day of school (or before using the STISETSWeb program).

Utilities Desktop | System File

- **Daily Student Update**: Before you run your first nightly upload, STI recommends that you remove the check from the *Create Gen Ed Caseload* box, which will be checked by default. This checkbox is located in the *Daily Student Update* tab. Be sure to click **Save** to save the change.
- **Scheduled Time**: The administrator must set a scheduled time each day for the students in STISETS Web to have their STIOffice demographic data updated. This time must be AFTER your STIDistrict (*Daisi* import) uploads are complete.
- **Show Student SSN**: Your district must determine whether student Social Security Numbers are to display within the student folder. In the *Other Settings* tab, check the *Show Student SSN* box to display Social Security Numbers. These numbers will only be seen in the Student Folder on the *Services* tab.
- **Inactivity Timeout**: This feature is in the *Other Settings* tab. Inactivity logout time may be set here, up to 15 minutes. If the

workstation remains inactive for this length of time, the user will automatically be logged out.

- **Child Count Date**: Enter the appropriate Child Count date (generally recognized as Dec. 1st) in the Child Count Date field. Select the *Save Tab* feature to save the date in the program.
- **Security Policy Settings Tab**: This tab is used to maintain passwords on an administrative level. The following options may be edited here:
  - Password Expiration Days: This allows for a password to expire in a given number of days. In a typical setup, the system will require that a user change his/her password every 30 to 90 days.
  - Remembered Passwords: This is a setting that allows several previously used passwords to be remembered. Users cannot use the same password once their password expires.
  - Lock Out Minutes: This is the number of minutes you can attempt signing on. If someone tries to log on unsuccessfully for this amount of time, it will lock their account. The user will have to go to the administrator to have the account unlocked.
  - Lock Out Threshold: This is the number of times you can attempt to log in with an incorrect password. If someone tries to login unsuccessfully this number of times, it will lock their account. The user will have to go to the administrator to have the account unlocked.

Utilities Desktop | Progress Periods

Progress periods are used by System Administrators to set the current progress reporting periods for the entire district. Progress periods are used in conjunction with the STISETSWeb Progress Report, found on the Reports Desktop. Progress periods must be set up prior to reporting progress on any student. To add or edit progress periods, do the following:

- Click **Insert** to add a new progress period.
  - Outline the progress reporting periods as needed.
  - Enter the date in *MM/DD/YYYY* Format.
  - Remember, progress periods must not overlap.
- Select an existing record and click **Change** to modify it.
- Select an existing record and click **Delete** to remove it.

Security Groups

The security model for STISETS Web is very robust, allowing administrator to set security assignment for employees who serve students in multiple schools. This will enable speech therapists, gifted teachers, etc., to access their caseloads from one work login. After initial security groups have been assigned, supervisors will have the option to add or remove rights as needed for individual employees. Since student-by-student security assignment is allowed, supervisors have many options available for securing confidentiality of student records.

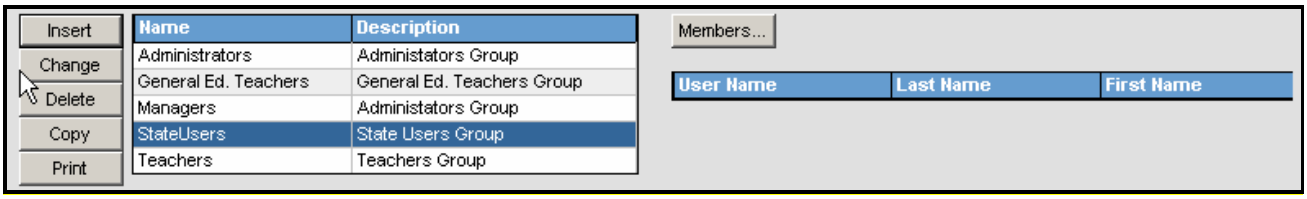
Security groups are defined by the user's level of access to the program. This screen allows the administrator to view *Groups*, *Users in each Group* and *Group Set-Up*. As a group is highlighted in the left box, the users in the selected group are displayed in the right box.

IF USERS ARE NOT ASSIGNED SECURITY GROUPS, THEY WILL HAVE NO OPTIONS UPON LOGGING INTO THE PROGRAM.

Security Groups Defined

Six security groups are pre-installed:

- **Managers**: Employees assigned to this security group have full access to the software for managing records in their school only. Managers have full access over student records. In other words, Managers have full access to manage the STISETSWeb software in their school.
- **Teachers**: This security group was designed for classroom teachers, providing the ability to manage all students in the teacher's caseload. Whether employees serve in the capacity of case manager, related service provider, Special Education teacher, psychometrist, etc., all student records may be managed from one work area.
- **General Ed Teachers**: This group will be created if the *Create Gen Ed Teachers* box was checked on the system file. This Group has read only rights by default. During the creation of this group, any general ed teacher who teaches special education students will be placed in this group. The general ed teachers' *User Name* will be their STIOffice User Code appended by their school number. A default password of "Pass" will be assigned with the option to change upon logging in to the program.
- **Administrators**: Administrators have full user access for all schools in the district. Typically, board office personnel would be assigned this security group.
- **Medicaid**: Employees assigned to this security group have full access to the Medicaid Desktop.
- **State Users**: Assignment of this *Security Group* allows view-only access to the program. Typically, State Department Representatives would be given this group.



Security Group Edit Commands

The following options may be helpful when working with security groups:

- **Copy**: Creates a duplicate group of the group selected. If you need to create a new group, you may look at the existing groups and determine which group has rights that are most similar to the group you wish to

create. Select a group and click the **Copy** button to copy the current permissions from the model group. You must rename the new group.

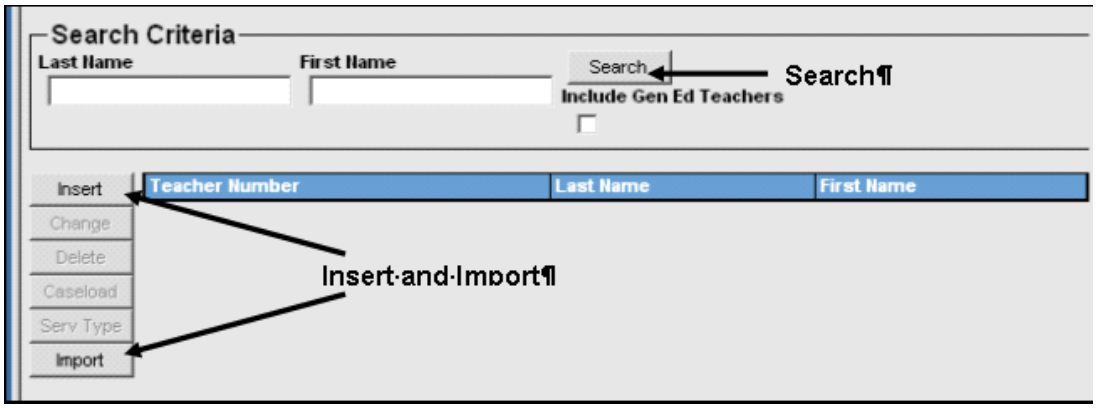
- **Print**: Allows you to print the effective permissions for a selected group. If you wish to view the current rights for a group, select the group and click the **Print** button.
- **Members**: Adds or removes users from the highlighted Security Group list. This is also a good way to view the current members of a selected group.

Other Security Group Items

- **Effective Permissions**: A tool for viewing individual user permissions. No modifications to permissions are allowed from this menu option.
- **Edit Permissions**: A tool for locking down and editing permissions for entire groups of users. This will allow the System Administrator to edit the permissions of a particular group more precisely.
- **Object Types**: Three different classifications of security in STISETS Web.
- **Groups**: Group whose permissions are to be viewed. For more information on this, please refer to the *STISETS Web User Manual*, available for download under **Documentation | User Manuals** on the STI Support site at http://support.sti-k12.com/documentation/default.asp (user name and password required).

Employee File

Employee information may be entered in one of two ways. Begin by expanding the **Utilities Desktop**. The options that are available are shown below.



- You must first verify that the teacher does not exist in you system. You do this by **Searching** for the employee before inserting a new record, or by **Importing** a teacher.
- To import an employee, click **Import**. This will copy information from the employee file that has been uploaded to the District database from

the local school STIOffice program. Since demographic information will be automatically copied over, this option will save time.

- After clicking **Import**, search for the employee by entering the *Teacher Number*, *Last Name* or *First Name*.
- Once the desired employee's name has been highlighted, click **OK**.

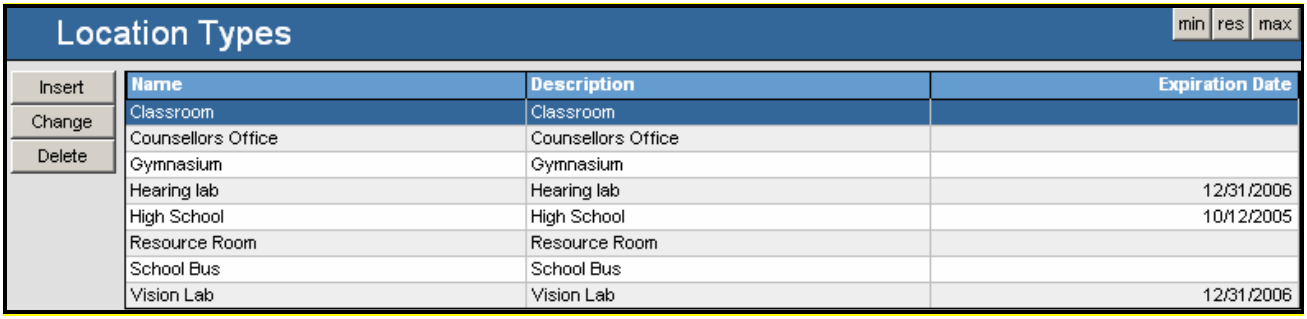
- To add new employees who do not exist in the local school employee file, click the **Insert** button. After clicking **Insert**, complete appropriate information on the screen. Click **OK** to save the information.

Codes

The *Code Desktop* houses all the codes used in the software; i.e., all codes displayed in drop-down lists throughout the program.

Location, Diagnosis, Service Type Codes

Location codes are used with Services. This will populate the drop-down list for Service locations.



Name	Description	Expiration Date
Classroom	Classroom	
Counsellors Office	Counsellors Office	
Gymnasium	Gymnasium	
Hearing lab	Hearing lab	12/31/2006
High School	High School	10/12/2005
Resource Room	Resource Room	
School Bus	School Bus	
Vision Lab	Vision Lab	12/31/2006

- Click **Insert** or **Change** to access the following fields:
  - Name: Title of the location.
  - Description: Any notes you have on this location.
  - Expiration (optional): The last date on which this location will be used.
- Click **Delete** to remove a selected location.

District and State Codes

To access this menu option, click the plus sign beside **Code Desktop** and then select **District Codes**. Most codes are NOT editable because they are defined by the State. Currently, the only code files that are editable are:

- Automatic Test Administered
- Eligibility Name of Assessment
- Language
- Staff-Student Relationship

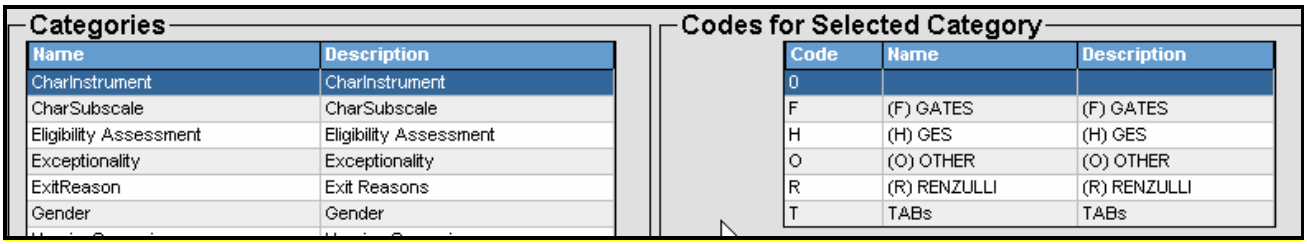
- Staff Type

When a code needs to be edited, the user should first modify the State Code and then modify the District Code.

Example

To customize the pick list of Assessment names, select **Utilities** and then go to the sub category **Code Desktop**.

- Select State Codes.
- Select *Eligibility Name of Assessment* category.
  - **Insert**, and then enter, Code, Name and Description. *Disregard the Federal Codes*.
  - Click **OK** to save changes.
- Select **District Codes** and select *Eligibility Name of Assessment* category.
  - **Insert** and then enter the Code, Name and Description Now select the code you previously entered into state codes from the *State Code* drop-down box.



Student Maintenance

Create Student Folder

Creating a *Student Folder* introduces a student to the Special Education process. As forms are completed in the program, the dates are written to the folder. The purpose of the folder is to house the most current information on Special Education students.

Note: If a student record is not in STIDistrict Workstation, the student will not be listed in STISETSWeb.

- **Assign Case Manager**: By default, the person logged in is assigned as the Case Manager. To change the default, click the blue plus icon near the upper left corner of the *Case Manager* field.
- After entering data in the appropriate field, click **Search**.
- Highlight the name of the desired student and either double-click on the name or click **Import**

Delete a Student

Occasionally it becomes necessary to delete a student record. Deleting a student from the STISETSWeb database does not delete the student from the STIDistrict database or the STIOffice program; the only record deleted is the student's Special Education Folder record.

Note: Students who have completed forms cannot be deleted.

- Select **Delete a Student** from the *Utilities Desktop*.
- After the desired criteria have been entered, click **Search**.
- Highlight the name of the student to be deleted and click the **Delete** button on the lower right. After deletion, the program will return to the *User Desktop*.

Caseload Assignment

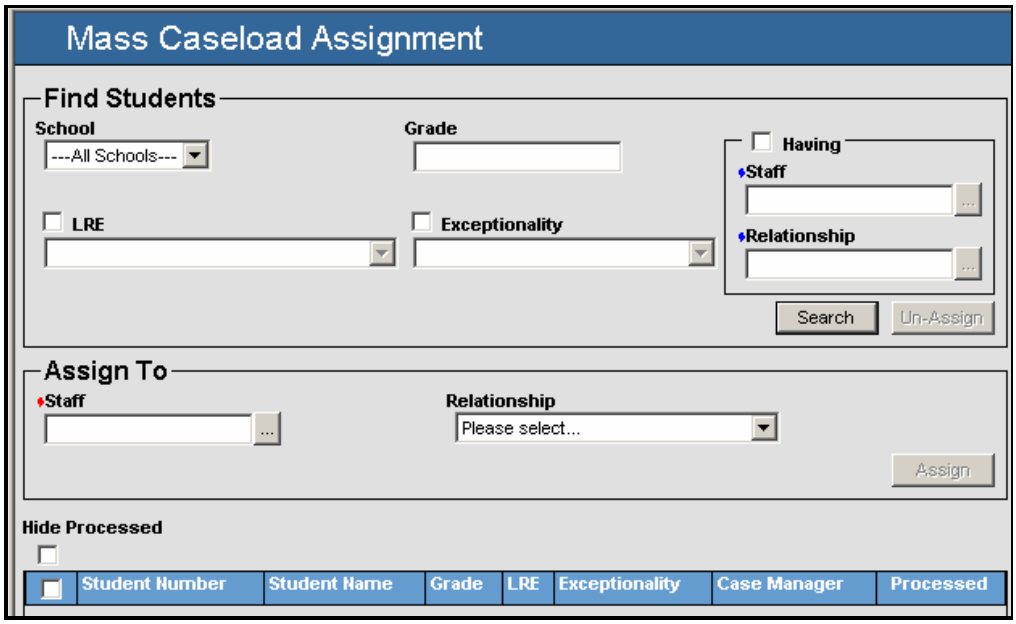
The purpose of the *Caseload Assignment* section is to create the Special Education relationship(s) between staff members and particular students. The student listed at the top of the screen is the student you are working with. A staff member may be associated with a student in multiple ways. All assignments are performed here except assignment of a Case Manager.

- Select the *Caseload Assignment* menu from the **Utilities Desktop**.
- Make note of the student name displayed at the top of the screen. This is the student to whom you are assigning teachers.
- Click **Insert**.
- Click the blue plus icon to search for an employee. Select the appropriate name and click **OK** to continue. Click the down arrow to select this employee's relationship to the student. Then click **OK** to save.

Note: The types of relationships are pulled from the *District Code* field (*Staff-Student Relationship*). This is one of the few editable codes.

Mass Caseload Assignment

This utility is used to change relationships from one staff member to another. This should be done at the start of school or end of the year when students are moving from schools or grades.



Mass Caseload Assignment is a two-step process.

- The user must first decide which students are to be moved from their current teachers.
- The user should decide which teacher will receive these students.

This area is best understood if the process is approached as follows: Find all students having ____teacher, with ____ relationship; or find all grade__ students. Then assign those students to ___ staff member with the new relationship of _____.

To mass-move a caseload or relationship, perform the following steps:

- In *Find Students*, search for the students to be moved by: school, grade, LRE, and /or Exceptionality.
- Once the search criteria have been fulfilled, click the **Search** button.
- Notice there is one more search option, called **Assign To**. Use this feature to define the staff member to whom the selected students are to be assigned. The relationship must be defined as well. **DO NOT** click **Assign** at this point.
- Select the student from the search box below. When the box beside the appropriate student has been checked, click **Assign**.
- Continue this process until all students have been moved to the appropriate staff member.

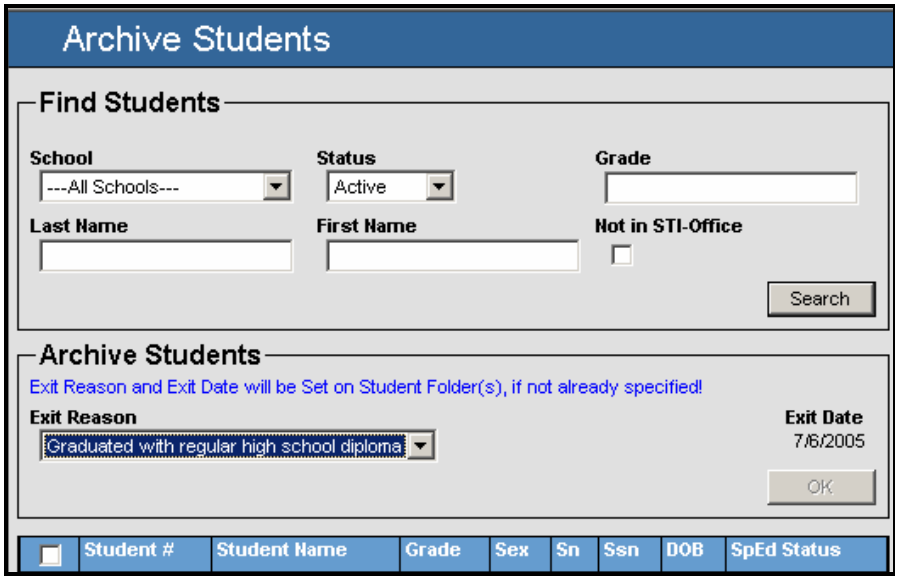
Archive Students

This feature is provided to allow users to file away students who are no longer receiving services in a district. Please note that the Archival process is an End of Year procedure. The basic action performed during this process is the selection of students followed by the mass-exiting of the selected students.

- Please note that Archiving automatically changes the Exit Reason. Archiving does NOT change the status of the student folder.

- First search the students as done previously.
- Check the *non-STIOffice* checkbox to select students who are not in the STIOffice program.

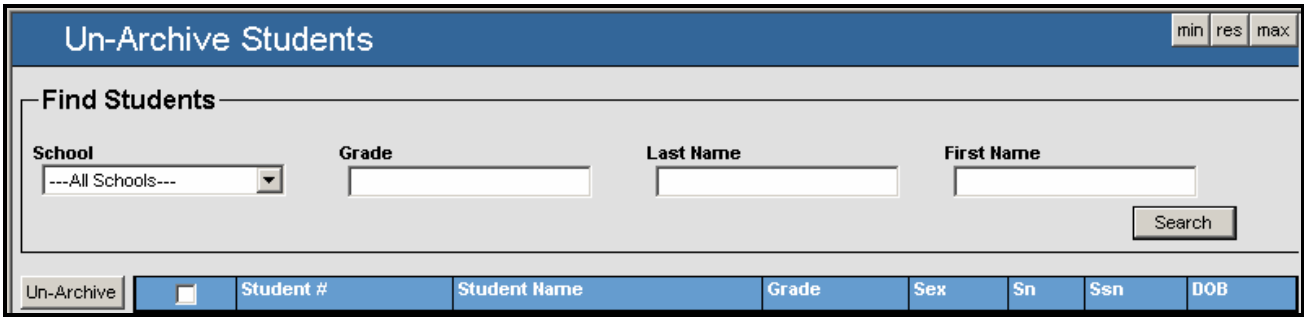
- Click **Search** to continue.
- Continue to the *Archive Students* box. Select the *Exit Reason* and select an *Exit Date*.
- Check the box next to each applicable student's name. Then click **OK**.



Un-Archive Students

This utility is used to bring students back from Archived status. It is recommended that this procedure only be used as the Special Education director has outlined within your district. To un-archive a student:

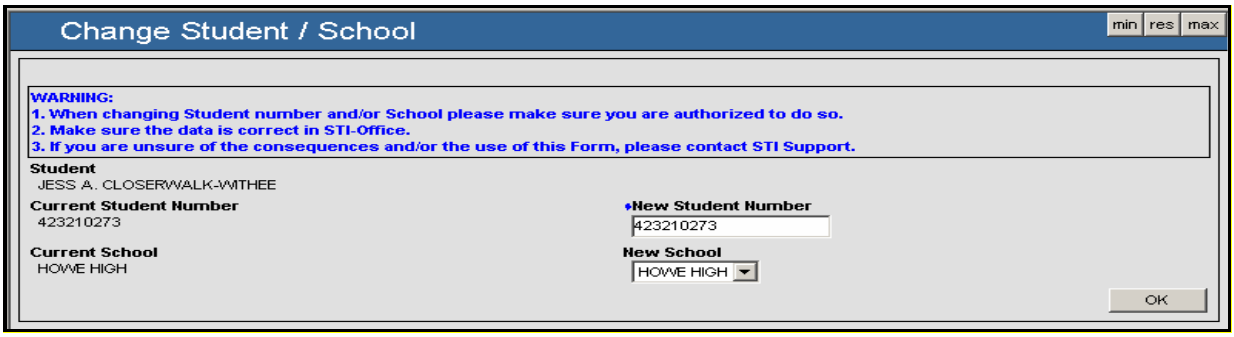
- First locate the students to un-archive.
- Click in the checkbox to un-archive a student or click in the checkbox to the right of *Un-archive* to select all students. To select multiple checkboxes, hold down the *Shift* key on the keyboard as you click on each box.
- After all boxes have been selected, click the **Un-Archive** button to the right of the search results field.



Change Student Numbers or School

This tool should only be used by a System Administrator. This tool is used to change a student's existing Student Number or school in STISETSWeb to match that in STIOffice. Student Numbers are entered as a numeric combination, no alphabetical or special characters are permitted.

- Select the appropriate student using Select a Student.
- Go to **Utilities Desktop | Change Student Number**.
- Read the Warning screen that appears.



- To continue, adjust the *New Student Number* or *New School* as necessary.

Enrolling Private and Preschool Children in Alabama

Note: All newly created schools must have a profile created in STIOffice Integration.

Enrolling Private School Students

School Number 4999 (Child Count – Shared Services)

This school number is used to report Special Education students who are not enrolled in a "regular" school within the district, but are not in the residential facility. School systems providing special education services for another school system (public or private – including home-schooled students) should use School Code *4999* (*Child Count – Shared Services*). STISETS Web's Child Count Report requires students to have both demographic and entry records before the students may be included in the report. Since some students who are served by Special Ed. in a district are not actually enrolled into one of the "regular" schools, the district should install a separate instance of STIOffice for this school. This school will require installation and configuration of the STI applications described below.

STIOffice

This program must be installed and configured to manage the data for the school as follows:

- **System File**: When creating the System File for this school, enter the following values:
  - *Code* = 4999
  - *School Number* = 4999
  - *District Number* = Your District Number
- **Attendance System File**: The Attendance System File must be created to show both the *Starting Date* and *Ending Date* of the school year. There is no need to configure this file for attendance records; however, it must exist in order to show the start and end dates for the school year.
- **Attendance Calendar**: The Attendance Calendar must exist for this school just as it does for all other schools. This is required so that students may be enrolled or withdrawn on dates in the calendar.

STIDistrict Net

STIDistrict Net must be installed and configured to upload this data to the district database.

STIDistrict Enrollment

STIDistrict Enrollment must be installed and used for this school in order to enter and withdraw students.

STIOffice Integration

Configure the STIOffice Integration application to connect to this school's data, as is done for "regular" schools in the district.

- Install STIOffice (the School Number must be set to 4999), STIDistrict Net and STIEnrollment on a computer where the private school students will be enrolled.
- Use the STIDistrict Enrollment Program to enroll these students. These student records will then thus be populated in the STIDistrict database, which will allow the creation of a folder in STISETSWeb.

Enrolling Pre-School Students

Special Education students must be reported for Child Count at the school they attend regardless of age consideration except when the school does not have a preschool program.

If a school does not have a preschool program and services for preschool children are provided in other locations (i.e., Child Care Center or Home), those preschool students may be coded to School Code *0000*.

If you do have a preschool program in your district:

- Use the STIDistrict Enrollment Program to enroll these students into the school that performs this service. These student records will thus be populated in the STIDistrict database, which will allow the creation of a folder in STISETSWeb.

If you DO NOT have a preschool program in your district:

- Install STIOffice (the *School Number* must be set to *0000*), STIDistrict Net and STIEnrollment on the computer on which the preschool school students will be enrolled.
- Use the STIDistrict Enrollment Program to enroll these students. These student records will then thus be populated in the STIDistrict database, which will allow the creation of a folder in STISETSWeb.

Reminder: The following grades must be uploaded with district net:

Grade	Description
97	Pre-School Students Age 2
98	Pre-School Students Age 3
99	Pre-School Students Ages 4 & 5

Child Count

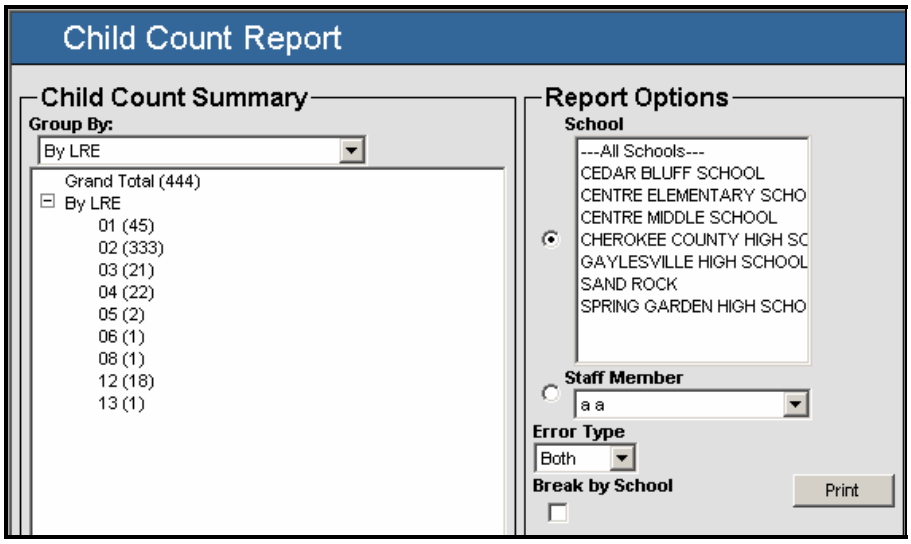
Child Count information is drawn from the student folder within STISETSWeb. For further details, see the *STISETSWeb Child Count* Quick Reference Guide, available on the Documentation page of the STI Support site at http://support.sti-k12.com.

The following fields are Child Count fields in STISETSWeb:

- Exceptionality
- Least Restrictive Environment
- Most Recent Date Enrolled in Special Education in This LEA
- Date of Initial IEP Meeting
- Date of Eligibility Determination -
- Referral Date
- Date of 90-Day Transition Meeting
- Implementation Date of First IEP Developed for Child

Remember: The Child Count Date must be set under **Utilities Desktop |System File**. Enter the appropriate Child Count date (generally recognized as Dec. 1st) in the *Child Count Date* field in the system file. Select the *Save Tab* feature to save the date in the program.

Child Count Error Report



- Open the Child Count Desktop and select the *Error List* sub-menu to check for Child Count Errors. Here the user may generate reports and create a Child Count File to Data Collection at SDE.
- Use the filter options to select the parameters of the Error Report.
- Select the option to run the Child Count Error Report by *School* or by an individual *Staff Member*.

- Select the type of report to run: by *Error*, *Warning* or *Both*; and choose the print option provided.

Send to Printer Clear Filter

Printed On: 11/15/2004 3:37:54 PM Software Technology, Inc.

Child Count Error List

49 of 185 Errors Displayed

A Invalid Primary Code	E LRE age 6 - 21 Invalid Code	I Missing 90-Day Transition Meeting	M Missing Secondary LRE Code
B Blank Primary Code	F LRE age 3 - 5 Invalid Code	J Invalid Age for Grade	N Eligibility Date Expired
C Gender Code Invalid	G Date Enrolled Blank or > Dec 1	K Invalid Primary Code DD age > 8	Z1 Invalid SSN
D Invalid Race Code	H Gifted Cannot be IDEA funded	L Date of Birth > Date of Enrollment	Z2 Invalid Student Id.

LEA: Howe High - 123

Capture Date: 12/1/2004
School Number: 0230
Filtered on Error: B

419373219 ALDOER, EVE	Case Manager	School Name	Entry Date	Status
	BAY, HUDSON	HOWE HIGH (0230)	9/2/1997	ACTIVE

Exceptionality	Gifted	IDEA	Deaf / Blind	LRE	Secondary LRE	Date Of Eligibility
00	No	No	No	00	00	

DOB	Age	Most Recent Date Enrolled	Transitioned From EI	Date of 90 Day Transition Meeting	Date of Initial IEP Meeting	Referral Date	IEP in Place on Third Birthday
7/4/1986	18	9/11/2003	No				No

Grade	Gender	Ethnic	SSN	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Z1	Z2
9	F	W	419-37-3219	X	X			X					W			X			

416351318 ANGEL, FALON	Case Manager	School Name	Entry Date	Status
	BLACKSHEEP, BARBARA	HOWE HIGH (0230)	8/14/2000	ACTIVE

Exceptionality	Gifted	IDEA	Deaf / Blind	LRE	Secondary LRE	Date Of Eligibility
00	Yes	No	No	00	00	

DOB	Age	Most Recent Date Enrolled	Transitioned From EI	Date of 90 Day Transition Meeting	Date of Initial IEP Meeting	Referral Date	IEP in Place on Third Birthday
2/2/1986	18	9/11/2003	No				No

Grade	Gender	Ethnic	SSN	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Z1	Z2
9	M	B	416-35-1318	X	X			X					W			X			

594349971 ANSEEK, HYDE	Case Manager	School Name	Entry Date	Status
	ADJUSTED, MAL	HOWE HIGH (0230)	9/2/1997	ACTIVE

Exceptionality	Gifted	IDEA	Deaf / Blind	LRE	Secondary LRE	Date Of Eligibility
00	No	No	No	00	00	

DOB	Age	Most Recent Date Enrolled	Transitioned From EI	Date of 90 Day Transition Meeting	Date of Initial IEP Meeting	Referral Date	IEP in Place on Third Birthday
6/9/1985	19	9/11/2003	No				No

Grade	Gender	Ethnic	SSN	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Z1	Z2
9	M	B	594-34-9971	X	X			X					W			X			

- **X** = Error for the designated Code Field
- **W** = Warning for the designated Code Field

Child Count Error Codes

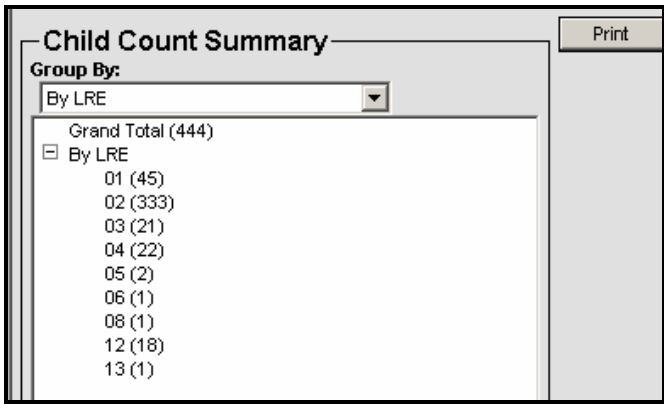
- **A: Invalid Primary Code**: This error occurs when the Primary Disability that is selected is age specific and no longer applies to the student's current age (e.g. when a child is marked as Developmental Delay and is over the age of 8).
- **B: Blank Primary Code**: This error occurs when the Primary Disability field is left blank.
- **C: Gender Code Invalid**: This error occurs when the Gender Code that reports from STIOffice is blank on the Student Desktop.
- **D: Invalid Race Code**: This error occurs when the Race Code that reports from STIOffice is blank on the Student Desktop.
- **E: LRE age 6-21 Invalid Code**: This error occurs if the LRE code for the specified age range is invalid (e.g. it is not a code of the 01-11 range). This error will also occur if the LRE code is left blank.

- **F: LRE age 3-5 Invalid Code**: This error occurs if the LRE code for the specified age range is invalid (e.g. it is not a code of the 12-17 range). This error will also occur if the LRE code is left blank.
- **G: Date Enrolled Blank or > Dec. 1st:** This error occurs when the Date of the child's enrollment in Special Education is left blank or the date of enrollment exceeds the current year's Child Count Date.
- **H: Gifted cannot be IDEA funded**: This error occurs if Gifted is selected as the Primary Disability and the IDEA box is checked.
- **I: Missing 90-Day Transition Meeting**: This error occurs if the Transition from EI Program box is checked but no date has been defined for the 90-Day Transition Meeting.
- **J: Invalid Age for Grade**: This error will occur if the student's age is too great for the current grade placement.
- **K: Invalid Primary Code DD age > 8**: This error will occur if a student has a Primary Exceptionality of Developmentally Delayed when the age is greater than 8.
- **L: Date of Birth > Date of Enrollment**: This error can occur if the Date of Enrollment is left blank. The enrollment date must always be greater than the date of birth.
- **M: Missing Secondary LRE Code**: This error can occur if a student is marked for an LRE of 05 (Private School: Parent Placed) but no Secondary LRE is selected.
- **N: Eligibility Date Expired**: This error can occur if the Re-evaluation date expires on or before the date of Child Count.
- **Z1: Invalid SSN**: This error can occur if the Social Security number is left blank.
- **Z2: Invalid Student ID**.: This error can occur if the Student Identification number is left blank.

Child Count Export

Under the Child Count Desktop, choose **Export**. Then select **Text** and click on the **Download** button. A dialog box will display. Select **Save** to save the file to your computer. The file name defaults to *ChildCount.txt*. This file will be attached to an e-mail and sent to the state department. Follow any instructions you may have received from your state on sending this file.

Student List



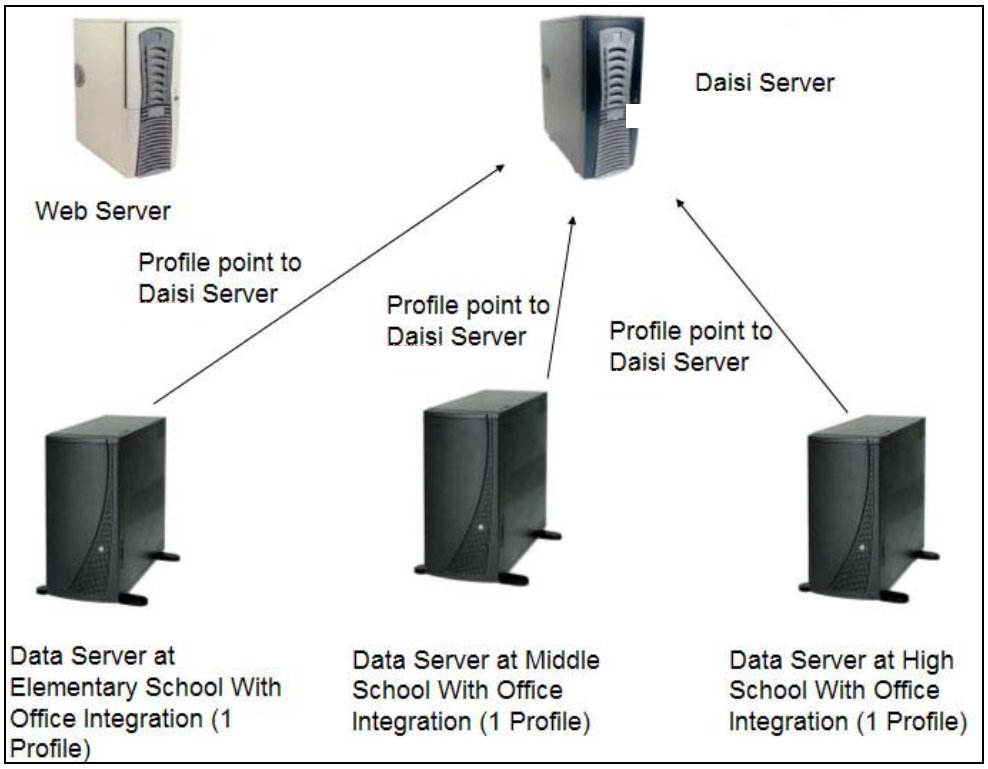
The *Student Listing* in Child Count includes students that are active, do not have errors, and are eligible for Child Count. These students will be included in the Export file.

- For *Group By*, select to filter the listing: By LRE; By Exceptionality, LRE; By Grade, Exceptionality, LRE; or By School, Grade, Exceptionality, LRE.
- Use the drop-down tree menu directly below *Group By* to see how many students appear within each parameter of the selected group.
- To print the Child Count Student List, click the **Print** button.

STIOffice Integration

The **STIOffice Integration** program is a communication tool that passes information between STISETSWeb and STIOffice. STIOffice Integration will transfer attendance and discipline information that has been posted in STIOffice into STIDistrict. The program will also post Special Education fields 1, 2 and 5 from STISETSWeb into STIOffice. These fields are: *LRE*; *Exceptionality*; and *Status Codes*.

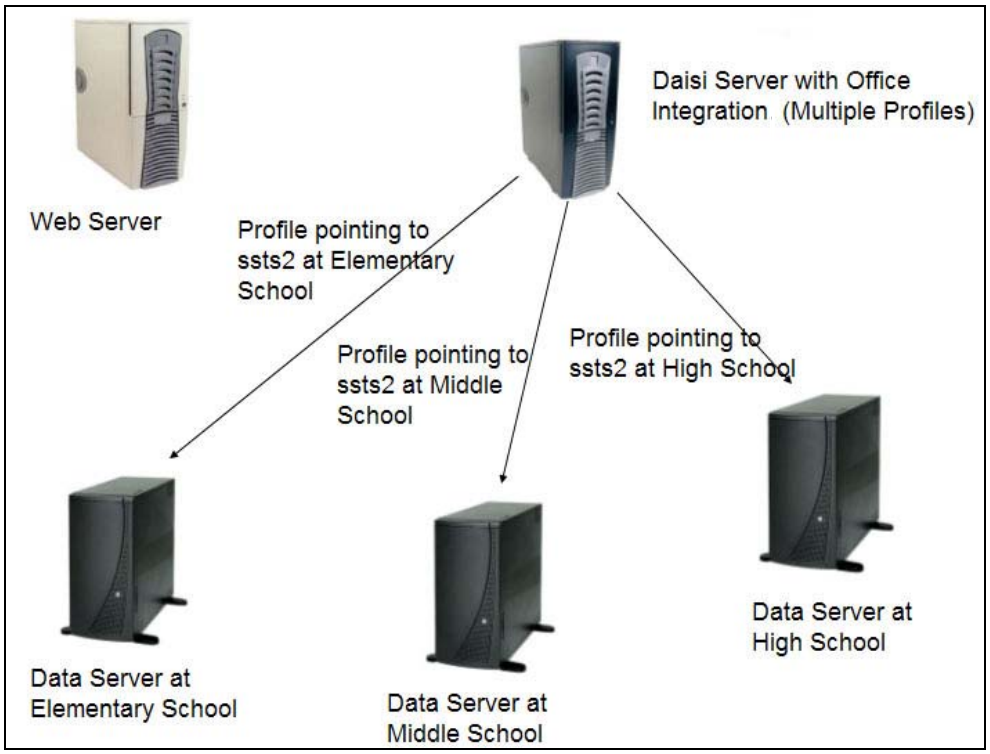
Single Profile for Each Installation


Daisi Server
Web Server
Profile point to Daisi Server
Profile point to Daisi Server
Profile point to Daisi Server
Data Server at Elementary School With Office Integration (1 Profile)
Data Server at Middle School With Office Integration (1 Profile)
Data Server at High School With Office Integration (1 Profile)

The diagram above illustrates the data flow implemented in this type of installation. If you have an installation scenario similar to the one above, perform the following steps during installation:

- Install STIOffice Integration on each data server.
- Create *one profile* during installation
- For the datapath statement of the profile, point to the local *ssts2* folder.
- Enter the *daisi* connection information.
- Save the profile and finish the installation.
- If STIOffice Integration is installed at the local school, but not on the data server, the service may not start. If this is the case, please see the section "Troubleshooting with Event Log" in the *STISETSWeb – STIOffice Integration – Installation and Troubleshooting* Quick Reference Guide for more information.

Multiple Profiles for Each Installation


Daisi Server with Office Integration (Multiple Profiles)
Web Server
Profile pointing to ssts2 at Elementary School
Profile pointing to ssts2 at Middle School
Profile pointing to ssts2 at High School
Data Server at Elementary School
Data Server at Middle School
Data Server at High School

The diagram above illustrates the data flow implemented in this type of installation. If you have an installation scenario similar to the one above, perform the following steps during installation:

- Install STIOffice Integration on one centrally located server.
- During the installation, create a profile for *each individual school*.
- Use a UNC path with the *data server IP address* for the datapath.
- Enter the daisi connection information.
- Insert a profile for each school.
- Once you have entered all your profiles, you may finish the installation.

Windows 9x: the Console Application

STIOffice Integration runs as a *Console Application*. If running properly, the Console Application says:

STIOffice Integration.
Software Technology, Inc.

Running…
Press ENTER to Exit.

Windows 2000 or XP: the Service

On a Windows NT machine, STIOffice Integration runs as a *Service*. If running properly, the Services Control Panel will allow you to stop or restart the service.

Verifying that STIOffice integration is Working

To verify that STIOffice Integration is running, click on the *Office Integration* tab within the STISETSWeb program. The *Office Integration* tab is a support tool provided for administrators to manage each school's STIOffice Integration service. This tab displays the school, school number, the date on which Office Integration was last run and the name of the computer hosting the Office Integration service.

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